



BOARD OF DIRECTORS

Ashley Sangster, President Anthony Kalvans, Vic-President
John Green, Director Hector Palafox, Director Gregory, Director

REGULAR MEETING AGENDA 6:30 P.M. Closed Session 7:00 P.M. Opened Session SMCSD Boardroom 10-22-2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the Corona Virus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not opened to the public at this time, please call 805-467-3388
- The Meeting will be conducted with social distancing observed.
- All members of the public seeking to observe and comment to the local legislative body may do so in person or telephonically/email in the manner described below.

HOW TO SUBMIT PUBLIC COMMENT IF NOT ATTENDING MEETING:

Written / Read Aloud: Please email your comments to tamara.parent@sanmiguelcsd.org (Board Clerk), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (keep to three minutes) prominently write "Read Aloud at Meeting" at the top of your email. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

Voice Mail: Leave a message on the District phone line at 805-467-3388 after 4:30pm before 4:30pm District Staff will take down message. Voice "Public Comment" at beginning of message and include agenda item number and title. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

PUBLIC RECORD

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time, they are distributed to all of the members of the Board. The documents may also be obtained by calling the District Board Clerk.

Please see: www.sanmiguelcsd.org

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 see notice.

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 SMCSO 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:** **6:30 PM**
- II. **Pledge of Allegiance:**
- III. **Roll Call:** *Sangster* ___ *Kalvans* ___ *Green* ___ *Palafox* ___ *Gregory* ___
- IV. **Approval of Regular Meeting Agenda:**

M _____ S _____ V _____

V. **ADJOURN TO CLOSED SESSION:** Public Comment for items on closed session agenda
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:

VI. **Call to Order for Regular Board Meeting/Report out of Closed Session 7:00 PM**
Time: _____

- 1. Report out of closed session by District General Counsel Dervin/White

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

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

VIII. Special Presentations/Public Hearings/Other: None

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

- | | | |
|----|---|-----------------|
| 1. | San Luis Obispo County | No Report/Email |
| 2. | Camp Roberts—Army National Guard (LTC Robert Horvath) | No Report/Email |
| 3. | Community Service Organizations | No Report/Email |

District Staff & Committee Reports:

- | | | | |
|----|--------------------------|------------------|-----------------|
| 4. | Interim General Manager | (Mr. Roberson) | Verbal |
| 5. | District General Counsel | (Mr. White) | Verbal |
| 6. | District Engineer | (Dr. Reely) | Report Attached |
| 7. | Director of Utilities | (Mr. Dodds) | Report Attached |
| 8. | 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) 9-10-2020 Strategic Planning Meeting
- b) 9-24-2020 Regular Board Meeting

XI. BOARD ACTION ITEMS:

1. Review, Discuss, Receive and File the Enumeration of Financial Report for September 2020

- (Freeman)
- A. Claims Detail Report
 - B. Statement of Revenue Budget vs Actuals
 - C. Rev Budget vs Actual Summary
 - D. Statement of Expenditures Budget vs Actual
 - E. Cash Report

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

M _____ S _____ V _____

2. Review and approve Resolution 2020-39 adopting revisions to Section 4 (Application of monthly Water and Wastewater rates based on occupancy) of the San Miguel Community Services District Water and Wastewater Billing Policy. (Dodds)

Recommendation: Approve Resolution 2020-39 adopting revisions to the water and wastewater billing policy for the District.

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

M_____ S_____ V_____

3. Review and discuss standard Terms and Conditions for the District (2nd). (Dervin/Sangster)

Recommendation: Discuss standard Terms and Conditions for the District.

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

M_____ S_____ V_____

4. Review and approve RESOLUTION 2020-40 approving a contract with Monsoon Consultants in an amount not to exceed \$4,500 to prepare an application for Prop 68 Sustainable Groundwater Management (SGM) Grant Program Implementation Grant Funding and authorizing the Director of Utilities to execute the contract with Monsoon Consultants. (Dodds)

Recommendation: Approve a contract with Monsoon Consultants and authorize a budget amendment (to 40-581) in the same amount by Resolution 2020-40.

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

M_____ S_____ V_____

5. Discuss and provide direction regarding the LAFCO SOI/MIR request (Parent)

Recommendation: Provide direction to staff.

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

M_____ S_____ V_____

6. Continued discussion on the Fire Department Temporary Housing unit (Young)

Recommendation: Discuss the status and next steps for the Fire Department Temporary Housing unit

Public Comments: (Hear public comments)

7. Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project (Dodds)

Recommendation: Discuss the status and next steps of the Machado Wastewater Treatment Facility expansion and aeration upgrade projects.

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**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 SMCS D office on October 16, 2020

Date: October 16, 2020

Ashley Sangster, SMCS D Board President

Tamara Parent Board Clerk/ Accounts Manager

**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

Ashley Sangster, President
Anthony Kalvans, Vice President
John Green
Hector Palafox
Raynette Gregory

Re: DISTRICT ENGINEER REPORT - OCTOBER 2020

Board Members:

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 9.2 MGAL (12,258 CCF) of water during the month of September 2020. This represents a decrease of approximately 17.1% from the prior month. Compared to 1-year ago, the volume of water produced in September 2019 was approximately 9.2 MGAL. There are no significant problems with the District's infrastructure at the time this report was prepared.

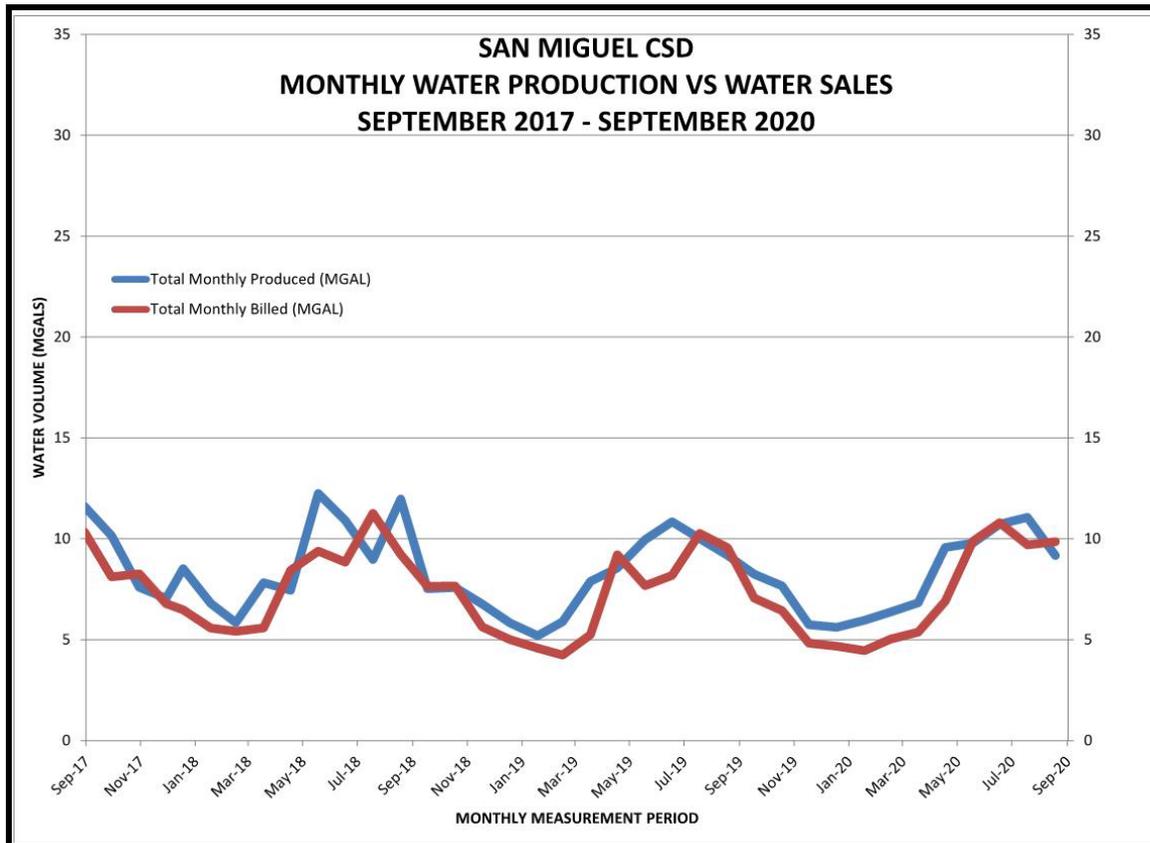
MEETING PARTICIPATION

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 SMCS staff are not included):

1. September 23, 2020: The Director of Utilities and the DE participated in a virtual meeting of the Paso Robles GW Basin GSA CC meeting.
2. October 9, 2020: The DE participated in a meeting with the Paso Robles GW Basin GSA CC staff to discuss the potential for making application to the DWR for Prop 68 GSP Implementation Grant Funds.

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. **WWTP Aeration System Upgrade:** WWTP Aeration System Upgrade: Conversations with the County and PG&E indicate that the program may be modified to allow for the funding to be used to partially fund the proposed WWTP expansion / upgrade project. The DE and the Director of Utilities are planning to meet with the County and PG&E representatives in the Fall 2020 to further explore this option.
2. **Wastewater Treatment Plant Renovation / Upgrade & Recharge Basin Design Phase:** The District has received and executed an agreement with the DWR Waterboard for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation. The Board approved an agreement with Monsoon Consultants to provide project management and design services for this project at their October 2019 Board meeting. On April 13, 2020, the DE and the Director of Utilities met with representatives of the USDA to discuss the project and potential financing terms. The DE and staff have been diligently

working on the preparation of the documents required to submit an application for project financing to the USDA. The USDA application documents will include, among other items, a Monsoon Consultants Preliminary Engineering Report (PER) and the CEQA / NEPA documentation currently being prepared by Dudek.

On April 23, 2020, the District awarded a contract to Dudek to provide environmental services to address the NEPA / CEQA requirements of the project. Dudek has initiated the work and performed the initial biological field survey on June 11, 2020. As of the date of this report, Dudek has completed rare plant field survey and San Joaquin kit fox habitat assessment and incorporated into GIS dataset to support preparation of technical report and initial study/mitigated negative declaration. They have also completed the cultural records search through the California Historical Resources Information System at UCSB and the field work for the Phase I cultural site assessment.

In addition, the Director of Utilities submitted a Funding Inquiry Form to the CALIFORNIA FINANCING COORDINATING COMMITTEE (CFCC). This submittal represents the initial step in soliciting additional grant and loan funding from a variety of agencies and programs within the State. On May 5, 2020, the DE submitted a Pre-Application to the DWR for \$14,500,000 in funding through the Small Community Funding Program.

3. 10th & 11th Street Waterline Replacement Project: The District has been awarded a \$350,123 CDBG grant for partial funding of this project. A CDBG Grant Funding Sub-Recipient Agreement is on the July agenda for the Board's consideration and approval. The project has been designed and plans / bidding documents are ready for bid advertisement in July 2020, subject to approval by the Board. The District has received the final report for the Kit Fox survey that was prepared by H.T. Harvey & Associates. The County has completed the NEPA determination. The District has secured the encroachment permit for the work to be performed in the UPRR and Caltrans has informed the District that an encroachment permit will not be required from their agency. Bids were received from seven (7) contractors on August 24, 2020. The lowest bid was received from Raminha Construction, Inc. in the amount of \$397,880.00. The Board awarded the contract to Raminha Construction, Inc. at their September meeting and authorized the General Manager to execute the contract and issue a notice to proceed pending receipt of the required contract documents, bonds, and insurance certificates. The District has post-bid received comments from the County which will be incorporated into the construction drawings and be issued with a Change Order to the contract.

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 developer has completed the installation of all infra-structure and home construction has either been completed or is underway on 40 homes. In addition, construction of

20 new homes has either been completed or been started in the portion of the development that was acquired by Nino Development. All lots in this Tract have finished homes or homes that are under construction. There are no additional vacant lots.

- b) Tract 2779 (Nino - 34 lots) – All underground utilities have been installed and paving operations have been completed. New home construction has begun on fifteen (15) homes by Nino Development.
- c) Tract 2647 Hastings The Bluffs - The developer has started construction on the initial three (3) residences.
- d) Tract 2723 Mountain View - The developer has submitted an application to the District for this development which will include thirty-eight (38) lots. The Director of Utilities and the DE have reviewed the initial submittal of the improvement plans for the project and have provide the plan check comments back the Developer.

GROUNDWATER SUSTAINABILITY AGENCY

There was a meeting of the Paso Robles GW Basin GSA Cooperative Committee (CC) on September 23, 2020. One item that was discussed was to “Consider Approval of Recommended FY 2020-21 Annual Budget and contribution percentages”. The CC unanimously approved the approval of this item, which was estimated to be \$80,000. The District’s share of this cost will be approximately \$2,400. A consultant will be selected by the CC at some point in the future and subsequently a fee proposal will be brought to the Board for the actual approval for expenditure.

The City of Paso Robles has awarded a contract to Cleath-Harris Geologists, Inc. to provide hydrogeologic services for the Supplemental Environmental Project. The goal of this project is the siting and installation of stream gauges and monitoring wells, which will help address groundwater dependent ecosystems and reduce the data gaps identified in the Groundwater Sustainability Plan for the Paso Robles Groundwater Basin. The project will be funded through SER funds (\$250,000 approx.) that are available through the Waterboard and there will be no costs incurred for this project by the District. A DRAFT report has been prepared by the consultant that contains recommendations for the installation of a new stream gauge on the Salinas River at the 15th Street Bridge along with recommendations for several other stream gages and monitoring wells at various locations within the Paso Robles groundwater basin..

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

October 14, 2020
 Date



San Miguel Community Services District

UTILITY STATUS REPORT

9-19-2020 Thru 10-16-2020

AGENDA ITEM# IX.7

Well Status:

- Well 4 is partially operational – Well Level 94 7/27/2020
- Well 3 is fully operational – Well Level 97 7/27/2020
- SLT well is in service – Well Level

Water System status:

Water leaks this month: 1 This calendar year: 5

Water related calls through the alarm company after hours this month: 0 this Year: 4

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

WWTF status:

- .

State Water Resources Control Board (SWRCB):

- .

Billing related activity:

- **Total active accounts (at the time of this report)**
 - 921 water accounts
 - 795 wastewater accounts
- **Overdue accounts (at the time of this report)**
 - 9 accounts 60 days past due
- **Service orders (for prior month)**
 - 29 service orders issued and completed

Lighting status:

- Working with PGE Rep to get remainder of the PGE owned streetlights converted to LED.

Landscaping:

- .

Solid Waste:

Mattress recycling

- Mattress are accepted by appointment only, and only on Fridays between 8 am and 11am.
- E-Waste collection

- E-waste is accepted in Fridays between 8 am and 11am also.

Project status:

- CRWA is providing Technical Assistance (thru a grant) to perform an I&I study and prepare grant applications to line and or repair sewer lines and manholes
- Well arsenic treatment
 - Working with Awalt Engineering and Monsoon Consultants to identify a viable option for treating for arsenic at the District wells.
 - Working to determine a funding mechanism for arsenic treatment.

Board requested information:

- .

Community Development Block Grant (CDBG)

- 10th and 11th street water line replacement – A CDBG funded project
 - 9/24/2020 Board award of contract for construction
 - Received required paperwork from contractor
 - 10/2020 construction start with 120 days allowed for construction
- New funding cycle opens for applications in September.

WWTP expansion and Aerator Upgrade

- See additional agenda item(s) for ongoing information
- Timeline of future milestones
 - 8/2020 Resubmittal of revised PER to USDA
 - 9/2020 90% Site design and system size/ phase revision
 - 9/2020 Application for construction funds from CWSRF
 - 9/2020 Completion of Environmental report for plant
 - 9/2020 RFPs for process equipment
 - 12/2020 Final construction drawings for board approval
 - 12/2020 Completion of Environmental report for Recycled water system
 - 1/2021 Release plans and specifications for Bidding
 - 2/2021 Approval of contracts for construction
 - 3/2021 Begin construction
 - 12/2021 Complete construction

Staffing

- Two vacant positions;
 - Field Operator, which we are actively recruiting for.
 - WWTF Operator Lead, which will remain vacant until we are closer to WWTF construction.

SLO County in San Miguel:

- The County provided an update to their 5-year overlay and sealing plan. The District will be working on making known repairs in the effected areas ahead of the scheduled overlays and sealing.
- County Planning has a CalPoly Intern who will be doing a project regarding water conservation in San Miguel. She will be working with the District to develop outreach

customers to help them learn how to save water through retrofits and other changes. Updates will be provided to the Board as needed.

Caltrans in San Miguel:

- Hwy 101 construction is complete.

Rain in San Miguel:

<u>2018</u>	<u>9"</u>
<u>2019</u>	<u>12.5"</u>
<u>2020</u>	<u>0"</u>

Kelly Dodds

Kelly Dodds
Director of Utilities

Date: October 16th, 2020

San Miguel Community Services District Board of Directors Meeting



Staff Report

October 22nd, 2020

AGENDA ITEM: IX 8

SUBJECT: Fire Chief & Asst Fire Chief Report for September 2020

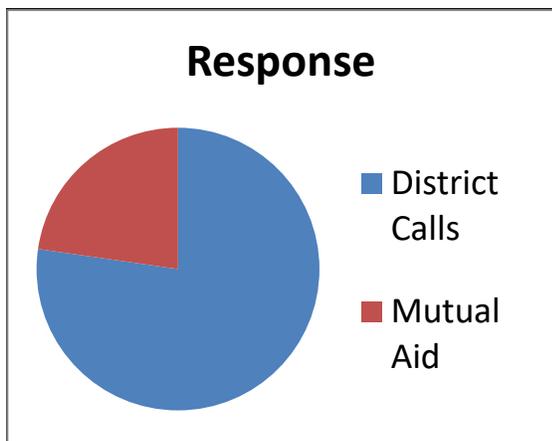
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

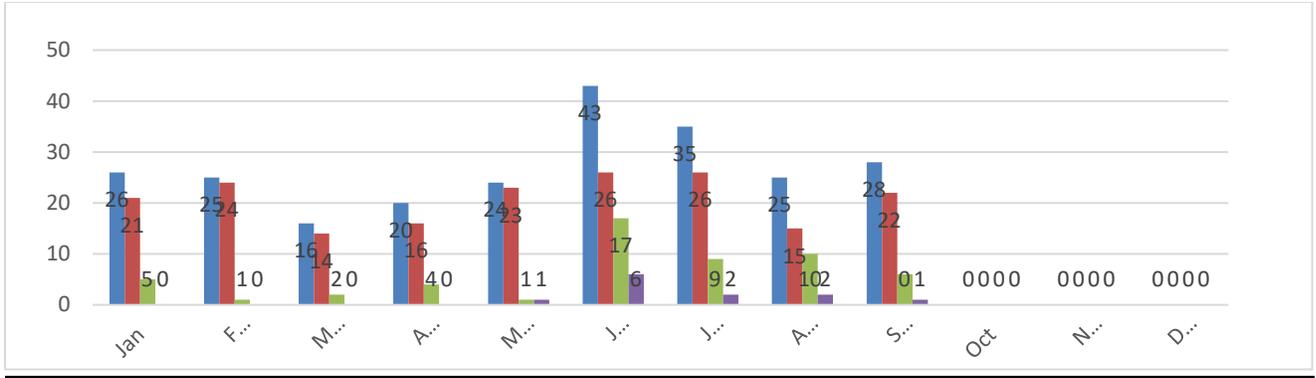
- Total Incidents for September 2020 **28**
- Average Calls for per 9 Months in 2020 26.8
- Total calls for the year to date **242**

Emergency Response Man Hours in September = 64	Total	865
Stand-By Man Hours for September = 16		<u>285</u>
	Total hr.	1,150

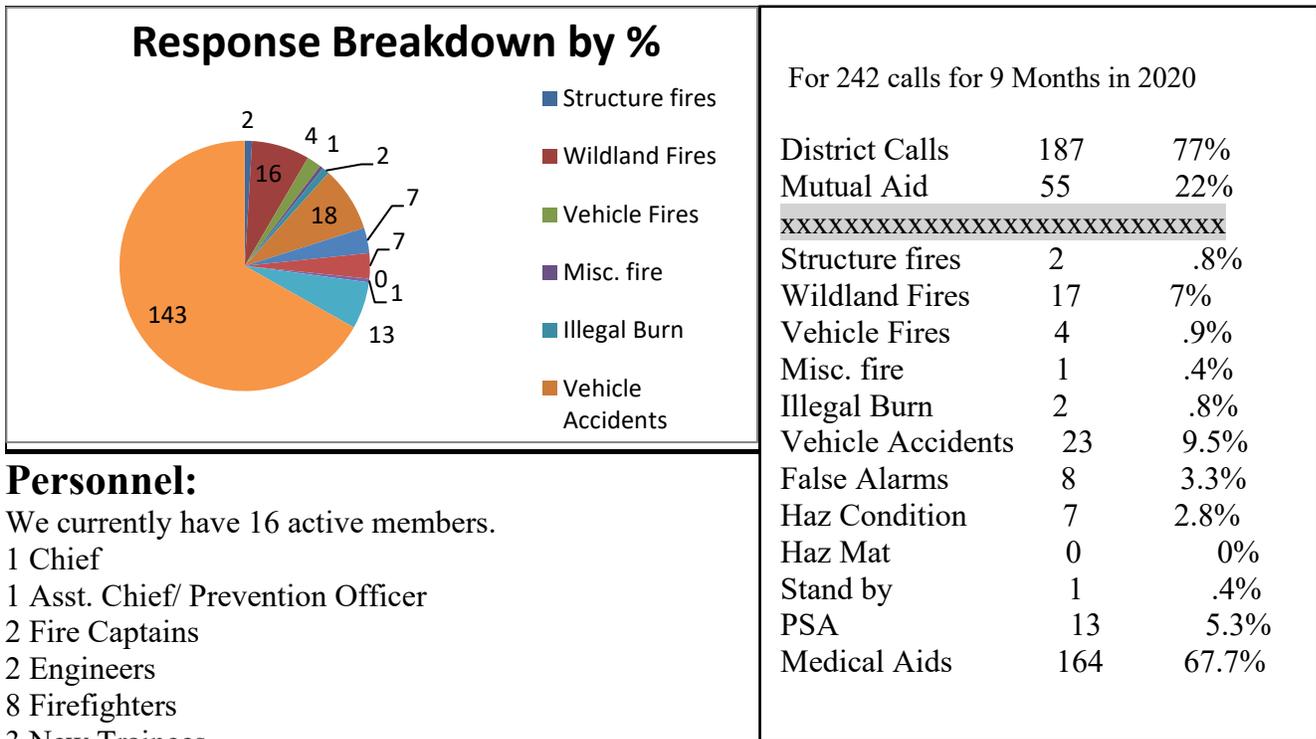
Emergency Response Man Hours = 2.2 hr.	Per call for August	3.5
Stand-By Average per Call = .5	Per call for, August	1.1
		Per call for the year



September YTD		
District calls	18=64%	187= 77%
Mutual aid calls	6=21%	39= 22%
Assist Camp Roberts		11 = 5%



Total calls
 District
 Mutual Aid
 Camp Roberts



Personnel:

We currently have 16 active members.
 1 Chief
 1 Asst. Chief/ Prevention Officer
 2 Fire Captains
 2 Engineers
 8 Firefighters
 3 New Trainees

August /2020

Beginning - **\$789,017.61**
 Received - \$10,597.50 = \$799,615.11
 Transferred in - \$35,120.48 = \$834,735.58
 Disbursed -\$47,571.79 = \$787,163.8
 Transferred Out - \$55,216.53 = **\$731,947.27**

September /2020

Beginning - **\$731,947.27**
 Received - \$66,335.75 = \$798,283.02
 Transferred in \$11,132.40 = \$809,415.42
 Disbursed \$73,743.40 = \$73,5672.02
 Transferred Out \$31,958.86 = **\$703,713.16**

Equipment:

- E 8696 was committed to ST-1471A September 1st thru 23rd with a 4-man crew, Liliana had the Duty officer coverage for the district.
- E 8668 is in service.
- All equipment is in service.

Activities:

- Actively working within the COIVD standards

September

<u>Date</u>	<u>Subject matter</u>
1	Engine Company Operations, Equipment maintenance.
8	Medical Assessments
15	Engine Company Operations
22	Association Meeting
29	No Drill

Information:

- Fire Prevention Report.

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief

FIRE EQUIPMENT

2020 MILEAGE / FUEL REPORT

IX-8

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	17	16.6	84	18	92	22	57	25.5	178	28	56	0	484	110	4.4
E-8687	17	13.4	24	25	24	0	28	35	115	22.8	20	31	228	127	1.8
E-8668	47	0	12	10	76	9	53	15.4	31	10	417	48.3	636.3	92.7	6.9
6 Month Total												1348.3	330	4.1	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	0	0	0	0	0	0	5	20	187	0	248	17.6	439.8	37.6	11.7
C-8601	301	0	356	54	321	32.2	313	32	189	29	455	23.5	1935	171	11.3
C-8600	319	0	368	37.3	449	27.5	428	20	373	35	432	37.9	2369	158	15.0
6 Month Total												4743.8	366	13.0	

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	143	35.6	200	45	2426	551							2769	632	4.4
E-8687/68	128	46.1	27	29	91	23							91	23	2.9
P-8651	37	10	1049	153	49	18							1135	181	6.6
6 Month Total												3995	836	4.8	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	17	17.6	73	0	220	25.6							749.8	80.8	10.5
C-8601	322	0	0	0									322	171	6.6
C-8600	330	21.6	0	0									330	179	1.8
6 Month Total												1401.8	431	3.3	

New Engine
Old Engine

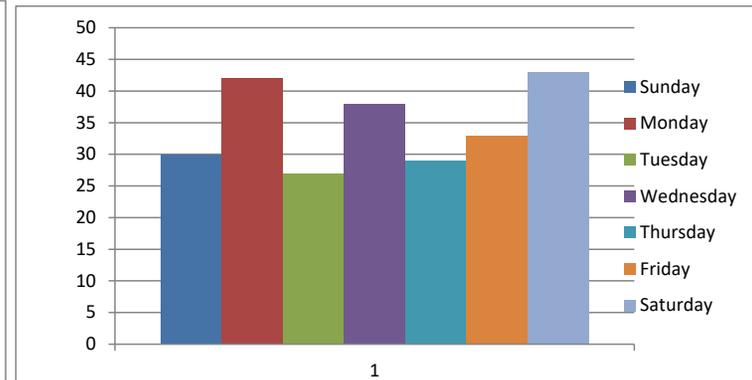
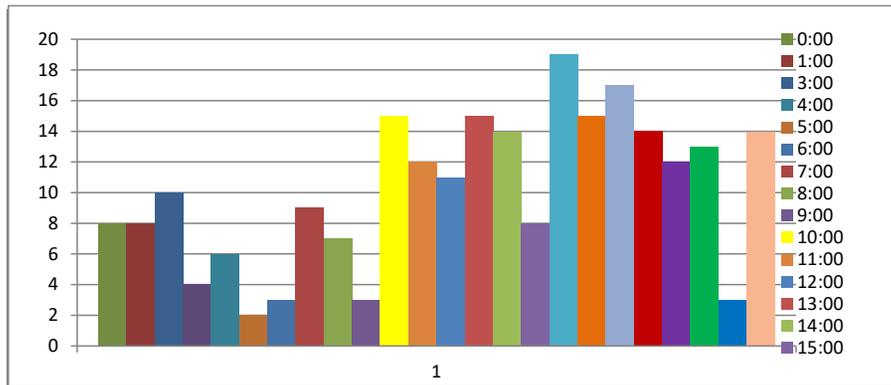
YTD 2020 Total	mi.	gal.	Avg. MPG
Diesel	5343.3	1166	4.6
Gas	6145.6	797	7.7

Call per time of day and day of the week 2020

	After Hours						CSD Work Hours										Off Hours						Total			
	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
Sunday	2	1	4	1	0	0	0	1	1	2	0	0	1	2	1	0	0	0	4	4	2	2	0	2	30	12%
Monday	1	3	1	1	1	1	1	2	1	0	1	3	2	2	2	1	5	2	1	2	2	4	1	2	42	17%
Tuesday	1	1	0	0	0	0	0	1	0	3	1	1	1	2	3	5	1	0	3	1	1	0	2	27	11%	
Wednesday	2	1	2	1	0	1	0	2	1	2	2	3	3	3	3	2	2	4	1	0	2	1	0	38	15%	
Thursday	0	1	0	0	1	0	0	2	1	0	2	2	1	3	2	0	2	4	1	1	3	2	0	1	29	11%
Friday	1	0	2	0	3	0	1	2	1	0	3	2	0	2	1	0	2	3	2	0	2	1	1	4	33	13%
Saturday	1	1	1	1	1	0	1	2	0	0	4	2	3	2	3	1	3	3	5	3	2	1	0	3	43	17%
Hour Total	8	8	10	4	6	2	3	9	7	3	15	12	11	15	14	8	19	15	17	14	12	13	3	14	242	
	3%	3%	4%	1%	2%	1%	1%	3%	2%	1%	6%	4%	4%	6%	5%	3%	7%	6%	7%	5%	4%	5%	1%	5%		

Total calls during CSD Work Hours	69	28%
Total calls during Off time and weekends	173	71%
After Hours calls 22:00 to 06:00	55	22%
Total Weekend Calls	73	30%
Total Calls Monday thru Friday	169	69%

8am to 8pm	48	19%
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	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	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	
Veg. Fires	0	0	0	0	0	0	0	0	4	1	1	3	2	0	1	4	0	1	0	0	0	0	0	0	0	8	9
Vehicle Fires	0	0	0	0	0	0	0	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	3	
Misc. Fires	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Illegal Burning	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	
Vehicle Accidents	3	3	0	0	1	0	0	1	0	0	4	3	0	2	1	0	3	2	0	0	0	0	0	0	12	11	
False Alarms	0	0	1	0	0	0	1	0	0	0	4	0	0	0	0	1	1	0	0	0	0	0	0	0	7	1	
Hazardous Condition	1	0	1	0	2	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	
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	
Standby	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Pub.Svc.Asst.	1	0	3	0	1	0	1	0	3	0	0	0	3	0	1	0	0	0	0	0	0	0	0	0	13	0	
Medical Aids	14	2	18	1	10	2	14	2	14	0	14	8	20	7	12	5	18	3	0	0	0	0	0	0	134	30	
Call TOTALS	21	5	24	1	14	2	16	4	23	1	26	17	26	9	15	10	22	6	0	0	0	0	0	0	187	55	
	26		25		16		20		24		43		35		25		28		0		0		0		242		
<i>CPR</i>	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Mutual Aid SLO/Mon.	5	0	1	0	0	0	4	0	1	0	16	1	8	1	2	0	6	0	0	0	0	0	0	0	45	0	
Camp Bob Asst.	0	0	0	0	0	0	0	1	0	0	6	0	2	0	2	0	1	0	0	0	0	0	0	0	12	0	
Average Calls Per	<i>Month</i>		25.6	<i>Day</i>	0.8	<i>SLO Co. MA</i>						43	<i>Montrey Co. MA</i>						2	<i>CPR TOTAL</i>						1	

San Miguel Fire Department

San Miguel, CA

This report was generated on 10/15/2020 8:40:23 AM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 08/31/2020 | End Date: 09/30/2020

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
08/31/2020 08:00:00	09/22/2020 22:00:00	INCIDENT	E8696	Incident 2020-214 - Natural vegetation fire, other: Apparatus E8696 responded to ICP Plumas County Fire	542.00
08/31/2020 08:00:00	09/22/2020 22:00:00	DAYBOOK	E8696		542.00
09/23/2020 08:30:00	09/24/2020 08:30:00	DAYBOOK	8601	North Complex Fire Strike Team 1471A	24.00
09/24/2020 08:30:00	09/25/2020 08:30:00	DAYBOOK	SMF 1		24.00
09/25/2020 08:30:00	09/25/2020 16:30:00	DAYBOOK	SMF 1		8.00
09/27/2020 08:30:00	09/28/2020 08:30:00	DAYBOOK	8601		24.00
09/28/2020 08:30:00	09/29/2020 08:30:00	DAYBOOK	SMF 1		24.00
09/28/2020 10:00:00	09/28/2020 11:00:00	DAYBOOK	SMF 1	Preplanning meeting at the County APN021-152-041	1.00
09/29/2020 08:30:00	09/30/2020 08:30:00	DAYBOOK	SMF 1		24.00
09/29/2020 18:00:00	09/30/2020 19:30:00	DAYBOOK	SMF 1	Association Meeting	25.50
09/30/2020 08:30:00	10/01/2020 08:30:00	DAYBOOK	SMF 1		24.00
Total Hours for: Young, Scott P					1262.50
Total of all Personnel Hours					1262.50

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



SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
SEPTEMBER 10th ,2020 STRATEGIC PLANNING WORK SESSION
MEETING HELD AT DISTRICT OFFICES
1150 MISSION STREET
SAN MIGUEL, CA 93451

- I. Meeting Called to Order by President Sangster – 6:03 P.M.
- II. Pledge of Allegiance led by Director Kalvans.
- III. **Roll Call:** Directors Present: Sangster, Kalvans, and Gregory
Directors Absent: Palafox, and Green
- IV. **Adoption of Regular Meeting Agenda:** Motion by Director Kalvans to have a moment of silence for the Firefighters lost in the fires that they have been fighting in Northern California for one minute.

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

Motion by Director Sangster to adopt Meeting Agenda as presented.

Seconded by Director Kalvans, Motion was approved by vote of 3 AYES and 0 NOES 2 ABSENT and 0 ABSTAINED.
- V. **ADJOURN TO CLOSED SESSION:** None
- VI. **Call to Order for Regular Board Meeting/Report out of Closed Session:** None
- VII. **Public Comment and Communications for matters not on the Agenda:** None
- VIII. **Special Presentations/Public Hearings/Other:** None
- IX. **STAFF & COMMITTEE REPORTS:** None
- X. **CONSENT ITEMS:** None
- XI. **BOARD WORK SESSION ITEMS:**
 1. **District Strategic Planning Work Session.**
Item was presented by Director Kalvans explaining that the District will need a strategic plan, voicing that the water and sewer have a master plan, but we need to look at having

an all-over plan for the District. Director Kalvans presented a PowerPoint: See link on the District website. <https://www.sanmiguelcsd.org/2020-09-10-board-of-directors-regular-and-special-special-strategic-plan-work-session-6-p-m>.

Director Kalvans discussed the C.S.D Boundaries and the establishment of the C.S.D. in 1999/2000. San Miguel C.S.D has Fire, Water, Wastewater, Lighting, Solid Waste, and a discussion about Tax Rate boundaries and how the one percent from Prop 13 is divided. San Miguel gets around 19%-22% of the property taxes, for Fire and Lighting.

Director Sangster asked if this was based on the services in the area. Discussion ensued.

Director of Utilities Kelly Dodds explained that when Prop 13 was passed it was split up by the services they had at the time. It was explained that you only get the percentage that is added for developing the parcels.

Director Gregory asked why Jazzy Town was at a 19.7% tax rate. Director Kalvans voiced that it was because it was outside the sewer area. Discussion about sewer tax and bonds ensued.

Interim General Manager/Fire Chief Roberson asked what would happen with Almond Acres Charter Academy was to leave. Director Kalvans voiced that Almond Acres Charter Academy was not getting any property tax monies.

Director Kalvans discussed Templeton in comparison with San Miguel and what percentage they get in property taxes. Director Gregory asked why San Miguel receives a higher percentage of the property tax than Templeton. Discussion ensued about how 22% of the property taxes will not change and how property taxes are divided up. Director Kalvans voiced that the State of California reserved the right to lower the taxes and can take tax funds for their shortfalls.

Director Kalvans explained C.R.E.S.T. explaining that it is something he came up with based on the Strong Towns seminars. CREST stands for Community, Reinvestment, Empowerment, Services, Toolkit. Director Kalvans explained that CREST will identify small low-cost projects that the C.S.D could easily act on and help develop tools for building community wealth in underperforming neighborhoods. This will help set a clear vision and mission for San Miguel C.S.D.

Director Sangster asked that Director Kalvans explain what the difference between a District Master Plan and a CREST plan, discussion about the differences between Masterplans and CREST ensued. Examples of what the C.S.D has done in the past to reinvest in the neighborhoods, examples being Mattress recycling, E-waste recycling, and maintaining downtown landscaping and garbage cans on Mission Street. Director of Utilities Kelly Dodds explained that Water and Sewer plans are spending multi-millions of dollars and that needs to be planned out long term. Director of Utilities explained that the District needs to make sure they don't do a lot of little projects that would cost the same as a major project for infrastructure. Discussion ensued. Director Gregory asked if the District would even need a District Master plan, it was explained that, yes, each of the services should have its own plan and that they would all work together.

Director Kalvans discussed Value Per Acre and asked what neighborhoods generate the biggest financial return for the C.S.D, and what kind of buildings generates financial benefits for the C.S.D. Discussion about trees within a district and sewer filtration systems that look like lakes ensued. Director Kalvans voiced that the C.S.D can change the value per acre by the decisions they make. The government needs to work in a community and can also use impact fees and tax powers to make the neighborhood more fiscally efficient.

Director Kalvans gave an example that if the C.S.D made development's plant a tree per house; that would increase the value per acre.

Director Kalvans voiced that he would be moving on and discuss the documents that have San Miguel planning in them.

LAFCO, was discussed and it was explained that an update of SOIs (sphere of influence) and MSRs (Municipal Service Review) are due this year and if the District wants to move onto taking over different powers this would be the time to discuss.

The 2016 San Miguel Community Design Plan, and discussion that chapters 3,4,6,7,8 & 9 directly references the San Miguel C.S.D. This plan states that San Miguel is projected to reach 3,500 in population by 2035, and it was discussed that potentially San Miguel could reach that size within the next ten years or sooner.

The 2018 Special Districts Fire Study, was created after the Cayucos Fire Department was disbanded. Discussion on the background of why Cayucos was disbanded ensued, by Fire Chief Roberson. Chief Roberson explained that Cal-Fire has since taken over Cayucos, and because of this, the County Supervisors asked to have a study done on the sustainability of small Districts. The Special District Fire Study concluded that all the C.S.D have been running on small budgets. Chief Roberson explained that he asked about getting a larger percentage of the funds and the County explained to him that it would not be changing the fund percentages. Chief Roberson explained that there are other avenues to get more funding on new developments. Discussion ensued with Chief Roberson explaining that he will bring an update for the future of the San Miguel Fire Department at the next meeting.

The 2018 IWMA (Integrated Waste Management Authority) Regional Study, is the strategic plan designed to set recycling goals for cities and special districts with Solid Waste. Director Kalvans explained that it is a thirteen-member Board and is made up of five supervisors, seven city representatives, and one Special District representative for all the Community Service District's. Director Kalvans asked if Mr. Kardashian could speak on this study. Mr. Kardashian from San Miguel Garbage explained that the regional strategy was put into place because the Blue Recycling Bins were getting too contaminated. Mr. Kardashian explained that SB1383 has dictated the industry and local jurisdictions are in place. In 2016 rules were made that all haulers must have organic waste recycling. It was explained that San Miguel Garbage is complying, but things will be reviewed in 2020, and the state is looking at the numbers from 2014 and if there has been a 50% reduction out of the waste stream. San Miguel is 100% better than in 2014, and our recycling is 10% better than the state standards. Discussion ensued about why things have changed and how COVID has changed what people are recycling and San Miguel Garbage is completely compliant with the State standards. Discussion ensued about the development of recycling. San Miguel was involved in the IWMA Regional Study.

The 2019 Paso Groundwater Basin Sustainability Plan, was state-mandated and is a large document that the San Miguel C.S.D has been involved in, that is state-mandated. The "project" portion is large, and most are not viable. Discussion about recycled water ensued.

San Miguel Water and Sewer Master Plan, and Director Kalvans voiced that it is being brought to the Board for approval next month. Discussion ensued about the planning it takes for large projects.

At this point Director Kalvans moved on and spoke about Government Code 61100; discussion about the 32 different services a C.S.D can provide and if the Board of Directors wanted to provide other services then it would need to be reviewed by LAFCO. Director Kalvans voiced that Government Code 53313 and 53313.5 allow Community Services District's to create Facilities Districts to finance services and infrastructure. Director Kalvans asked if the District General Counsel could speak about these Government Codes. Counsel Dervin voiced that Government Codes 53313 provide direction on specific authority and services/programs that Community Services Districts can provide and .5 is about financing and what can be financed for those services. Discussion about building the District and any annexation, and how a C.S.D can partner with other agencies to provided services to the District ensued. Director Kalvans talked about partnering with the School District.

Director Sangster asked for examples of how the C.S.D would partner with other entities? Director Kalvans voiced that an example would be Parks and Recreation Department and San Miguel School's has fields, if someone said that they wanted parks, then the school could be open the facilities, and share the operations. In the facilities agreement, the C.S.D could have a tax assessed on new properties developed and say that the school gets a percentage of that developed lot.

Director Kalvans asked if anyone had questions and ended his PowerPoint presentation. The Board of Directors discuss what was next and how to move forward.

Director Sangster voiced that in taking the next steps, the District would need to identify what you want to achieve and how to get there.

Director Kalvans voiced that taking a visual assessment of the community would help visualize how they all connect and how it might help people understand what he was talking about. It was asked what could the district do with its authority? Discussion ensued, with examples given with trees near the mission and signs to bring people to San Miguel. Direction signs were discussed, with partnerships being identified.

Director Gregory voiced that if a private entity wanted to put up signs, they can't because they have no authority without the District. Director Gregory voiced that she agreed that a visual tour would identify a list of problems. Discussion about a small survey to the community, businesses, and Directors ensued. Director Gregory voiced that if the next step is working on goals, that this could be done informally with the Board of Directors.

Director Sangster voiced that having goals are essential and are the only way to identify what you are trying to do and if it is achievable. Discussion about soliciting feedback and who to start with was discussed.

Interim General Manager/Fire Chief Rob Roberson voiced that a master plan doesn't encompass things that aren't under the umbrella of the C.S.D. The biggest part of what the C.S.D does with the five different entities is that we all must work together to move forward. Speaking for the Fire Department, it is mandatory to plan to keep up with the services that we are mandated to provide. The C.S.D is currently providing five different operations, and at this time we are focused on the Wastewater Treatment Facility because it is a very large project, and all the other departments need to move forward together also. The Fire department has mandated levels of service and voiced that the Fire Department would like to bring back a plan for the future of the San Miguel Fire Department.

Discussion ensued about the history and how the C.S.D together in this one building is becoming overcrowded.

Director Gregory voiced that it would be nice to get the community involved but expressed that she feels that it is why the community has elected them. Discussion about surveying the businesses first, and how they are invested in the community ensued.

Director Sangster voiced that he agreed that the questions need to be picked, and that the Board of Directors and businesses within the community surveyed first.

Director Gregory voiced that the Board is to decide the priority of these projects and goals. Director Kalvans voiced again that it would be a good start to do a visual assessment, and that it is based on what people see every day in their day-to-day life. The Board of Directors discuss these places and maybe have never seen them.

Interim General Manager/Fire Chief Rob Roberson voiced that it is good to hear suggestions, but they might not know how to get where we need to go, they might not know why we do the things we do to get there.

The Board Clerk, Tamara Parent voiced that the Staff needs direction on where to go from here. Voicing that polling the Board of Directors and staff then based on the answers then the Board of Directors can have a better idea of questions for the business community. The Director of Utilities, Kelly Dodds wanted to remind the Board of Directors that it is a very fine line on what the District can spend money on, and a discussion ensued.

District Counsel Dervin voiced that she would recommend a committee for the future.

Discussion ensued about developments and new assessments for those developments.

Director Gregory voiced that the Airport property needed to have offsets, and discussion ensued about commercial development and how the offset for that development might look. After two and a half hours Board discussion was closed.

Consensus of the Board is to have ten (10) goals sent to the San Miguel Community Services District's Board Clerk from the Board of Directors and see where we are with those goals, and this will be better to narrow down goals for short and long term.

The next meeting date will be discussed and scheduled on September 24, 2020, Regular Board Meeting.

XII. BOARD COMMENT:

Director Sangster and Gregory thanked Director Kalvans for his presentation.

XIII. ADJOURNMENT TO NEXT MEETING: at 8:21 P.M.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
SEPTEMBER 24th, 2020 REGULAR MEETING MINUTES

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

- I. Meeting Called to Order by President Sangster – 6:32 P.M.
- II. Pledge of Allegiance lead by Director Kalvans after the closed session.
- III. **Roll Call:** Directors Present: Sangster, Gregory, Palafox, and Kalvans
Directors Absent: Green
- IV. **Adoption of Regular Meeting Agenda:**
Board Clerk asked to have the Pledge of Allegiance after the closed session.

Motion by Director Kalvans to move Action Item 3 in front of Action Item 2.

Seconded by Director Sangster. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT and 0 ABSTAINED.
- V. **ADJOURN TO CLOSED SESSION:**
Closed Session convened at 7:07 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. **CONFERENCE WITH DISTRICT GENERAL COUNSEL-DISTRICT TRADE SECRETS**
Pursuant to paragraph (b) of California Health and Safety Code Section 32106.
 3. **CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION** Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
- VI. **Call to Order for Regular Board Meeting/Report out of Closed Session:** 7:02 P.M.
Report out of closed session by District General Counsel Dervin, an update on the ongoing litigation was given to the Board of Directors and items 2 and 3 Direction was given to staff. Nothing else to report.

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

Owen Davis San Miguel Resident voiced that he had some questions. Mr. Davis voiced that the rates have been increased and that he remembers being told by the General Manager Rob Roberson that once the Steinbeck litigation was over the rates would be reduced. Mr. Davis explained that he has looked, and the Water Department is in the black. The District caught the previous Bookkeeper that stole thirty-eight thousand dollars from the district. It is July and everyone gave themselves a raise, including the Board Members. I heard the Director of Utilities Kelly Dodds negotiated himself a very large raise. Mr. Davis voiced that he would also like to know why Director Green was not allowed to go to the negotiations.

Director Sangster voiced that the negotiation of contracts was between the Board and the employees. Director Sangster voiced that Director Green has been out of the state since April and that he had been in contact with Director Green throughout the negotiations.

Mr. Davis explained that Director Green was not allowed at the meetings and that Rob Roberson told him he could not go to the negotiations, and that when the funds were in the black from paying lawyers the District would lower its rates.

Director Sangster voiced that a rate study was done and did the calculations for what the District will need to continue service and Capital Improvement Projects. It was explained that the attorney fees were over a few years.

Mr. Davis voiced that it did not matter, that you as a Board have given all of the employee's large wage increases, and Kelly Dodds the biggest increase. The Board has also given itself a raise. This is not a big community and he would like to know what the raise amounts were and why the community was not notified of these raise increases.

Director Sangster voiced that to reverse any of the rates, is not about just getting in the black it is about (CIP) Capital Improvement Projects. The total of all the CIP is around thirty-four million and the C.S.D doesn't have that money, but the repairs are needed to keep the infrastructure running. Director Sangster voiced that the first large increase was because the rates had not been raised in nine years, and incremental increases are to keep finances accumulating to build up reserves. We need to look at the big picture, and we must look at how to pay for the Capital Improvement Projects that need to be done. The next rate study will be in 2022, and that is when it will be reviewed again.

Director Sangster voiced that the Director of Utilities Kelly Dodds and the District Engineer Dr. Reely have worked hard to get grants, and for example, the next project is mostly funded by grants.

Mr. Davis voiced that he understands but everyone says that we have to pay this guy all this money, and gestured toward the Director of Utilities asking that he makes a lot of money and explained that he would tell the Director of Utilities that if he would like to keep working here, stay here for the amount we are paying you or leave. Mr. Davis voiced that he would guarantee that he would stay here because he makes plenty of money. Mr. Owen Davis voiced that he is tired of hearing about having to pay a stated wage to have these employees, and that is why all the other cities are going bankrupt.

Public Comment: Michelle Hido San Miguel Resident voiced that she had a question for the public and asked why they do not come to the meetings. Mrs. Hido explained that Mr. Davis said that he doesn't know what is going on, and she voiced that she knows the answer to all his questions because she comes to the meetings and listens. Mrs. Hido voiced that frankly no one wants to work here, and the pay scale is crap and that you can go anywhere else in this county and make more. Mrs. Hido voiced that your options are to get someone who steals to supplement their income, or do you want the current employees that are honest people.

Mrs. Hido voiced that no one here at the District makes two-hundred thousand dollars a year, and all he is doing is insulting the people that work here. Mrs. Hido voiced that she video's the meetings and posts them on YouTube every month; all the information is more than available.

VIII. Special Presentations/Public Hearings/Other: None

IX. STAFF & COMMITTEE REPORTS:

1. San Luis Obispo County: None

Public Comment: None

Board Comment: None

2. Camp Roberts: None

Board Comment: None

Public Comment: None

3. Community Service Organizations: San Miguel Firefighters Association, Report by Michelle Hido, Treasurer for the San Miguel Firefighters Association. Mrs. Hido updated the Board of Directors that Fire Prevention Week is on October 4-10th this year. All Fire Prevention week activities will be done virtually this year. The SMFA has finished the adoption of Mission Street and hopes to get started soon, with clean-up.

Board Comment: Director Sangster asked if there was a plan to give toys away for Christmas this year? Mrs. Hido explained that is still up in the air, due to COVID. Discussion ensued.

Financial Officer Paola Freeman asked about if there are plans to get the donated fruit boxes back again. Mrs. Hido explained that Pastor Mike has a new vendor and is working on getting refrigeration then they should be coming back.

Public Comment: None

4. Interim General Manager: Interim General Manager/ Fire Chief Rob Roberson was not present at the meeting. Board Clerk Tamara Parent voiced that Mr. Roberson left a small update. The SMCSO held its first District Strategic Planning work session. The consensus of the Board was to have each Board Member, send the Board Clerk 10 Goals for the Community/District. If you have not sent in anything, please do so. The next Strategic Planning session date will be a discussion at Board Comment.

Liliana Rojas just finished her 3rd year as District Account Clerk, and with a Satisfactory review, she was given a merit increase to step 4 Account Clerk 1 effective 9-5-2020. Thank you to the Board of Directors for going into the banks and signing. Banking will be reviewed again in January 2021.

Board Comment: None

Public Comment: None

5. **District General Counsel:** Presented by Counsel Dervin. ChurchwellWhite, LLC. Nothing to report at this time.

Board Comments: None

Public Comments: None

6. **District Engineer:** Written report submitted as-is. Dr. Blaine Reely asked for any questions.

Board Comment: None

Public Comment: None

7. **Director of Utilities:** Written report submitted as-is and the Director of Utilities explained that the streetlight on 11th and Mission was taken down by an auto accident and at an estimated cost for replacement of around three-thousand dollars. The car was left at the scene and we will attempt to go after the insurance. The Director of Utilities attended the GSP meeting, to discuss the annual report, and approved a budget for FY20/21 San Miguel portion of the budget for fiscal year 20/21 would be around four thousand dollars.

Board Comment: Director Kalvans asked that if a consultant is hired that the standards be reviewed, and Paso Robles standards are not used. Director of Utilities Kelly Dodds explained that the County of San Luis Obispo standards would likely be used.

Public Comments: None

8. **Fire Chief & Asst. Fire Chief:** Fire Chief Rob Roberson was not present and Assistant Chief Young submitted the report as written and explained that the mileage is not as accurate to date because of assignments, it will be corrected by next month. Asst. Chief Young asked for any questions.

Board Comments: Director Sangster voiced that the mileages vs. total gallons will need to be checked.

Public Comment: None

X. **CONSENT ITEMS:** Director Sangster asked to pull and discuss item number 1a.

1. **Review and Approve Board Meeting Minutes**

- a. 08-27-2020 Regular Board Meeting

Board Comment: Director Sangster voiced that on page 21 of the combined packet, the last paragraph couched need to be changed to couches. On page 23 second paragraph Director Kalvans hydrant water, change in need to if needed.

Director Gregory would like it to be Prop 13 not Prop 15

Public Comment: None

Motion by Director Sangster to approve Consent items 1.a as amended

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT and 0 ABSTAINED.

XI. **BOARD ACTION ITEMS:**

1. **Review, Discuss, Receive, and File the Enumeration of Financial Report for August 2020.** Item was presented by Financial Officer Paola Freeman explaining that the FY19-20 Audit has started and that the auditors were here and at this point, everything is looking

good. Mrs. Freeman explained that on September 10th Director Sangster, Tamara Parent, Dian Sangster, and herself attended the sentencing hearing for the K. Johnson embezzlement case. Mrs. Johnson admitted to the crime and the District received ten-thousand five-hundred dollars as part of the sentencing and the remainder of the money will be collected through the probation office.

Board Comment: Director Sangster explained that the District will have to go back in December and that Attorney Ortiz agreed with the theft of thirty-eight thousand but wanted more information on the Attorney/Investigation fees bills from the District. Director Sangster explained that the total will be around fifty-eight thousand dollars.

Director Gregory asked about the Black Mountain Software cost. Financial Officer Paola Freeman explaining that it is all the District's utility software, and the District has added permitting and dropped a few over the last year.

Director Sangster asked that the cost billed be looked at and sent to the Board of Directors. Director Gregory asked about how the Permitting module would work. Discussion ensued about the tracking of permits and inspections within the District.

Director Palafox asked about the PG&E bill and if it was a normal cost. It was explained that it was normal, and a Discussion ensued.

Public Comment: None

Motion by Director Sangster to Receive and File the Enumeration of Financial Report for August 2020.

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT and 0 ABSTAINED.

2. **3. Review analysis by Bartle Wells Associates for Accessory Dwelling Units ADUs for water and wastewater connections and approve RESOLUTION 2020-35 adopting connection fees for ADUs in accordance with Ordinance 02-2008 and 03-2008.** Item was presented by Director of Utilities Kelly Dodds explained that Bartle-Wells was asked to develop a connection fee for (ADU) Accessory Dwelling Units, they analyzed the average home sizes in San Miguel. As part of the 2018 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. This resulted in an increase in the connection fees for new water and wastewater services within the District. The State of California amended California Government Code 65852.2 requiring that capacity charges be proportional to the burden of the proposed ADU and states that an ADU shall not exceed 1,200 square feet. CGC 65852.2 states, "the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service." Discussion ensued.

Board Comment: Director Kalvans voiced that he is thinking about small lots in San Miguel would the homeowner be able to subdivide and build. Director of Utilities

explained that those small lots cannot subdivide. There are rules about setbacks, and then at that point it would become a County Code issue.

Mr. Dodds explained that we need a proportional share connection fee policy, and Discussion ensued about the square foot allowed.

Director Gregory asked about the attachments, and it was explained that there is a flat fee for signal family connection and a square foot for ADU's. Mrs. Gregory voiced that it is high and that ADU could be paying more. Director of Utilities explained that an ADU's should be smaller. Director Gregory asked what other communities are doing and is San Miguel encouraging or discouraging these ADU's. Director of Utilities Kelly Dodds explained that San Miguel is doing neither, but the District needed to have established a policy for the proportional share for connecting new ADU's to the system.

Director Gregory asked what the setbacks where in San Miguel? Assistant Fire Chief Scott Young explained that if you had 200 acres, you could subdivide the 200 acres into 20 acres sections, and each can have two separate addresses and each address can have an Accessory Dwelling Unit. It was discussed that each house can have one Accessory Dwelling Unit. Mr. Young explained that in San Miguel with the smaller lots you would need to have a four-foot setback and five-foot separation. Discussion ensued about minimal lot size and the impact that these Accessory Dwelling Units, have on the Fire Service.

Director Kalvans asked if we could collect retroactively and feels that it would be good timing to re-look at the District Connection Fees and how they are assessed. Director of Utilities Kelly Dodds explained that the connection fees for water and sewer do need to be addressed and are better than they were, but during our new rate study in 2022. Discussion ensued.

Public Comment: None

Motion by Director Sangster to approve RESOLUTION 2020-35 adopting connection fees for ADUs in accordance with Ordinance 02-2008 and 03-2008.

Seconded by Director Palafox. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT and 0 ABSTAINED.

3. **2. Review and approve RESOLUTION 2020-34 adopting the 2020 San Miguel Community Service District Water, Wastewater and Recycled Water Master Plan as prepared by Monsoon Consultants.** Item was presented by Director of Utilities Kelly Dodds and District Engineer Dr. Reely. Mr. Dodds explained that the update has been reviewed and it identifies funding sources and clearly projects population growth. Dr. Reely is present for any questions.

Board Comments: Director Sangster voiced that he appreciated how thorough the Master Plan was, and it was an interesting read. It helps to see the projects that are projected for the future. Director Sangster explained that it would be helpful to see the actual funds that might be available in the grants that are proposed with the projects. Discussion ensued with Dr. Reely explaining how the grant/loan applications work.

Director Kalvans voiced that he has estimated cost for the Terrace, and it is estimated that the cost will be around six-million and is only seven percent of the district's users. Director Kalvans voiced that the District will be subsidizing that for twenty plus years. Director Kalvans voiced that he appreciates the detail in the report.

Director Sangster voiced that he understands, Director Kalvans philosophy but, the District has to look at the totality of the system. Discussion ensued.

Director Kalvans asked that when we relook at the Rate Study, we will need to look at different rate structures and would like to resolve the long-term problem of the Terrace being a money pit.

Director of Utilities Kelly Dodds explained that he doesn't disagree, but the District must look at it as a whole system, and hopefully it doesn't all go at once. Mr. Dodds explained that it will all need to be looked at in the Rate Study including Connection Fees. Discussion ensued about water lines and rate alternatives.

Director Kalvans asked if they knew what water lines are leaking? Director of Utilities Kelly Dodds explained that they would have to do a leak study to get that information. Dr. Reely District Engineer explained that he doesn't see a lot of water loss in the system. The District is within the acceptable zone set by AWWA for normal water loss and explained that the real reason to replace water lines is that they are small cast iron pipes and they get a lot of accumulated mineral deposits.

Director Kalvans asked what would be the one thing that would be catastrophic for the District. The Director of Utilities, Kelly Dodds explained that it would not just be one thing. Discussion ensued. The Rate Study and Master Plans are the District trying to stay ahead of problems, and that everything is tied together.

Dr. Reely explained that in this Master Plan they really looked at where the growth would happen within the District and gives the District a much better idea on what projects to invest in.

Director Kalvans thanked Dr. Reely for his work and wanted to ask about the (SLT) San Lawrence Terrace well pump, and if it was a good use of District funds, or would it be better to do a Well Sighting Study. The Director of Utilities Kelly Dodds voiced that the Board has already approved well site testing and the Well Sighting Study will be coming back to the Board. Mr. Dodds explained that the SLT well has arsenic but produces and the more you pump the better the water gets but explained that the District has put a lot of money into that well, and it's a fine line on abandoning the well, discussion ensued about the cost. The Director of Utilities Kelly Dodds explained that the SLT well is not a household well, you cannot just turn it on and off and that everything must go through the State. Director Kalvans voiced that the estimate for arsenic removal is two million. The Director of Utilities explained that it is an estimate and at this point, they are looking at three to four hundred thousand dollars and are always looking at the most cost-effective way to deal with the situation.

Director Kalvans asked for information on a Cogen (Co-Generation) plant/facility. Director of Utilities Kelly Dodds explained that they looked at it as part of the WWTF, and it was not cost-effective for the treatment facility. It was explained that it will be looked at separately and see if it is effective and if any funding is available. Dr. Reely explained that he looked at it and the logistics and the amount of biomass available are not reasonable or cost-effective. Discussion ensued and Co-Generation will be brought back for discussion.

Public Comment: Owen Davis asked at what point did the arsenic levels go down at the SLT well. Director of Utilities Kelly Dodds explained that the SLT well can only run for an hour or two at a time, and arsenic is reduced. The state mandates that we blend or treat the water coming from that well. Mr. Davis asked if it had ever been "really" pumped,

because a normal flow test on a pump is 24 to 48-hours, and that is when you get your true readings, and recommends that the District do a 24-hour test. Mr. Davis voiced that it could save the District millions and that the District needs to look at all the options instead of raising his rates.

Board Comment: Director Kalvans asked Dr. Reely what should be a good goal for infrastructure growth for an average user, explaining that each residence should be responsible for its infrastructure around their residence? Dr. Reely explained that he has never seen it looked at in that way because there are too many variables. Director Kalvans voiced that it was explained to him that it is a good way to look at it, so it is not such a drain on the system.

Director Sangster voiced that he could not see how you would calculate that, because he agrees that there are too many variables.

Director Kalvans explained that he has calculated that each customer should be responsible for 96 feet of water lines within the District. Director Kalvans voiced that he has been looking at the development pattern, discussion about the Terrace and if the pressure was raised would the District lose lines because of the pressure increase ensued.

Director Gregory asked how many users are on the Terrace. Director Kalvans voiced that it was around seventy users and they paid around seven thousand dollars in September.

Director Kalvans again asked about a Co-generation plant and the Director of Utilities voiced that Director Kalvans should come into the office for more of a discussion about a Co-generation plant and if it would help with energy costs. Dr. Reely expressed that the Co-generation discussion would better serve the District in a Solid Waste Management initiative. Discussion ensued.

Motion by Director Sangster to approve RESOLUTION 2020-34 adopting the 2020 San Miguel Community Service District Water, Wastewater and Recycled Water Master Plan as prepared by Monsoon Consultants

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT and 0 ABSTAINED.

4. **Review and approve RESOLUTION 2020-33 authorizing the Director of Utilities to contract with *Terrain* for land surveying services for purposes of plan preparation for the replacement of existing water lines in the L street alleyway in an amount not to exceed \$3,800 and authorize a budget adjustment from capital reserve to Professional Services Engineering in the same amount.** Item was presented by the Director of Utilities Kelly Dodds in the August meeting. The Board of Directors requested changes to the contract with Terrain be made regarding changing “Estimated” to “Not to Exceed” and removing reference to potential travel and other additional expenses. The Director of Utilities discussed the changes with Terrain and Terrain was willing to remove the travel and other additional expense language as well as remove estimated from their fee. Director Sangster had additional concerns regarding Terrains General Terms and Conditions, which were discussed with Terrain. The revised proposal and terms are included for approval.

Board Comment: Director Kalvans thanked Director Sangster for working with the Director of Utilities on these contracts.

Director Sangster voiced that he would hope that Terrain would keep the one-page terms for San Miguel in the future and approves of the changes proposed. Director of Utilities Kelly Dodds expressed that Terrain was interested in keeping these terms for any future work with San Miguel.

Motion by Director Kalvans to RESOLUTION 2020-33 authorizing the Director of Utilities to contract with *Terrain* for land surveying services for purposes of plan preparation for the replacement of existing water lines in the L street alleyway in an amount not to exceed \$3,800 and authorize a budget adjustment from capital reserve to Professional Services Engineering in the same amount.

Seconded by Director Sangster. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT and 0 ABSTAINED.

5. **Review and approve a contract by RESOLUTION 2020-38 with Raminha Construction, Inc. for the replacement of water lines on 10th street and 11th street, for a total amount of \$397,880 and authorize General Manager to execute contract and issue a Notice to Proceed, pending receipt of the required bonds and insurance certificates.** Item was presented by Director of Utilities Kelly Dodds explaining that the last time the Board of Directors saw this it was to approve the RFP. From the approved RFP we received seven (7) bids with the lowest qualified bidder being Raminha Construction, Inc. with a total bid of \$397,880. The highest bid was \$660,525.50 which was submitted by John Madonna Construction Co., Inc. The District Engineer has reviewed and tabulated the bids and determined that Raminha Construction Inc. has met the requirements of the bidding documents and is qualified to perform the required work. The Engineers Estimate for the water main construction is \$445,000. Given that the total bid submitted by Raminha Construction Inc. exceeds the CDBG Grant amount by \$47,757 this amount as well as other construction phase costs, including inspection, testing, and environmental monitoring will also be paid out of Water Capital Reserve. The timeline for this project would start in October and build time would be one-hundred and twenty days. **Board Comment:** Director Kalvans voiced that he is excited for this project to move forward.

Director Sangster asked if they did a pre-bid walk of the site. Dr. Reely voiced that they did have a pre-bid meeting and walked the site. Director Sangster voiced that he asked because there is a big range between the lowest and the highest bid of almost two-hundred and fifty thousand dollars. Discussion ensued.

Public Comment: None

Motion by Director Sangster to approve a contract by RESOLUTION 2020-38 with Raminha Construction, Inc. for the replacement of water lines on 10th street and 11th street, for a total amount of \$397,880 and authorize General Manager to execute contract and issue a Notice to Proceed, pending receipt of the required bonds and insurance certificates.

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT and 0 ABSTAINED.

6. **Review and approve RESOLUTION 2020-36 approving a budget adjustment in the amount of \$13,750 from funds 30, 40, 50, and 60 to WWTF Expansion (581) for the same funds; for repairs and installation of services to the donated office trailer located at the Machado WWTF.** Item presented by Director of Utilities Kelly Dodds explaining that as discussed at the August meeting, an office trailer was donated to the District from Pleasant Valley School, the Board discussed the options and costs of using this trailer or disposing of it and renting an office trailer for the same purposes. The purpose of this trailer is to provide additional office space to relocate the Director of Utilities out of the crowded back office at the fire station, as well as provide office space for operators and a construction office during the construction of the WWTF expansion. Thru a consensus, the Board authorized the relocation of the Director of Utilities office to the WWTF as well as the repair of the donated office trailer for that office. As of the time of the August meeting cost had been incurred for the relocation, and setup of the office trailer to the WWTF, those costs are included in this budget adjustment. There will be additional expenses from repairs to the trailer, and to bring power and internet to the trailer. This budget adjustment is to fund these expenses. The total cost to get to move-in ready condition and relocate the Director of Utilities office is estimated to be \$13,750. These are worst-case estimates. District labor will be used to make repairs to the office trailer, the labor cost is estimated at \$2,500. No adjustment is requested for District labor. Director of utilities Kelly Dodds explained that he was aware that the Resolution needs to be amended to read, the consensus of the Board was not “unanimous consent” of the Board and will be changed.

Board Comment: Director Sangster asked how much time the District Labor will be used, and will it divert the staff from regular day to day assignments. Director of Utilities explained that it will not deter from the staff’s regular work, and the District has several projects that are in process but not ready and they will take precedent when they are ready to proceed. Director Sangster voiced that he doesn’t want to be asked for any more money for the repair of the trailer.

Director Palafox asked if the Director of Utilities sees any reason that he would need more money. Director of Utilities Kelly Dodds explained that he estimated high and doesn’t foresee any other expense.

Public Comment: Dian Sangster asked the Board of Directors if they have seen the trailer and feels that they might want to take a field trip and that should help them understand the extent of the repairs.

Motion by Director Sangster to approve RESOLUTION 2020-36 approving a budget adjustment in the amount of \$13,750 from funds 30, 40, 50, and 60 to WWTF Expansion (581) for the same funds; for repairs and installation of services to the donated office trailer located at the Machado WWTF

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT and 0 ABSTAINED.

7. **Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project.** Item presented by Director of Utilities Kelly Dodds updating the Board of Directors that based on the 1st quarter 2020 testing, the plant is out of

compliance for a single sample and is out of compliance for the 6-sample average in regard to TDS, Sodium and Chloride. In July the plant averaged 165,457 gallons per day (83% of hydraulic design capacity) with a max day of 203,348 gallons (102% of hydraulic design capacity). Director of Utilities Kelly Dodds explained that they are on the right track for the construction of the Wastewater Treatment Facility and is going to work out for capacity. The District has received most of the IRWM grant reimbursement of one-hundred and seventy-five thousand dollars and has submitted invoiced to the State for the DWR grant and the first invoices of forty-thousand dollars have been accepted. The State has expressed that they are happy with the progress that the District has made with funding and hopefully that will help with getting more funding. Discussion ensued.

Board Comment: Director Palafox voiced that seeing that there is six months left when will we see construction? Director of Utilities Kelly Dodds explained that a reasonable date would be in March 2021.

Director Kalvans voiced that he is happy we are moving forward and asked if there is a new Site Plan now that the plant had to be moved due to the flood plain. Director of Utilities Kelly Dodds explained that there is a new printed plan in the front office and would gladly go over it with him.

Public Comment: None

Informational Item only.

8. **Review and approve RESOLUTION 2020-37 adopting changes to Chapter 4.A (Board Member Compensation) of the San Miguel Community Services District Board Members' Handbook.** Item was presented by District General Counsel Derwin explaining that in August 2020, the Board considered and discussed updating Chapter 4.A of the District's Board Member Handbook, which is the policy related to compensation of Board members. In a survey of other special districts in the region conducted by Director Anthony Kalvans, it was determined that the District's stipend for Board members is the lowest in the region. Given the complexity of issues presented to the Board, the frequent heavy agendas which can result in meetings of four to five hours in duration, and the frequency of special meetings, it was decided that the current monthly stipend of \$100 per month is insufficient to recognize the amount of time that directors give to the District in their positions. The Board of Directors agreed to approve stipends of \$100 per authorized board function per month, up to a maximum of \$600 per month, the state limit for directors on special district boards. Directors would be compensated for attending any of these events: a regular Board meeting, a special meeting, a special or informal work session or conference, a training program on a topic directly related to the district as assigned or approved by the Board, a Board-appointed regional meeting, and participation in a scheduled Board retreat or Board training session. Board members forfeit any stipend if he or she fails to attend the scheduled monthly Board meeting without a Board-approved excuse, or if he or she arrives after Roll Call or leaves before Adjournment. Board members will not receive any stipend during a fiscal emergency.

Board Comment: Director Sangster voiced that under forfeiture of stipend it reads "thirty (30)" and would like to know thirty what? District Counsel voiced that it is "30 Minutes" and will be amended. Exhibit B – is an amended clean version of Chapter 4.a.

Director Gregory asked about the evaluation, Board analysis? Counsel Dervin voiced that it would be a yearly discussion and how they work together as a whole board.

Public Comment: None

Motion by Director Sangster to approve RESOLUTION 2020-37 adopting changes to Chapter 4.A (Board Member Compensation) of the San Miguel Community Services District Board Members' Handbook, as amended.

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT and 0 ABSTAINED.

9. **Review and discuss standard Terms and Conditions for the District.** Item presented by Counsel Dervin explaining that the District engages in multiple contracts each year with vendors who provide goods, services, or consultation to the District. Each contract is separately drafted, either by the District or the vendor, or a combination of both the District and the vendor, to address each circumstance. While many portions of agreements are identical or very similar to others, Staff time is expended in ensuring proper drafting and content of these agreements, and often duplicative efforts go into each agreement. On the suggestion of Board President Ashley Sangster, District General Counsel set out to create a standardized set of terms and conditions which can be utilized by the District, maintained on the District website for vendor or customer reference, and linked electronically to requests for bids for service. The current proposed "standard terms" document is tailored for use with contracts for services provided to the District by outside vendors. In a discussion between General Counsel and Director of Utilities Kelly Dodds, an effort to develop a single "standard terms" document which would apply to contracts for services, goods, and consultations was considered, but the unique nature of those various types of agreements would cause the document to be unduly lengthy and many provisions which would be applied to one situation would be inapplicable to other contracts, causing superfluous verbiage which might create more confusion than it would clarify. Outside vendors may seek to negotiate certain portions of the standard terms, and Staff or the Board may consider and grant or reject those requests on a case-by-case basis, as modifications of the terms may be necessary or maybe in the best interests of either or both parties. The goal is to create a set of standard terms so that future agreements do not need to be created from "scratch", or repeatedly reviewed and modified for each new contract, and to put all prospective vendors on notice of the policies and expectations of the District before an agreement is in place. This is the first look at the standard service agreements and needs discussion and editing.

Board Comment: Director Sangster voiced that he feels that a section was left out and that would be "Force Majeure: unforeseeable circumstances that prevent someone from fulfilling a contract" and feels that it should be added, and due to COIVD we see this might be needed. District Counsel voiced that under section 18.G Misc. there is mentioned acts of God and feels that we should be beefing up that section. Director Sangster would like to add a whole new section for Force Majeure provisions. Discussion ensued.

Director Sangster would like to have standard terms and conditions for goods and services together and explained that they are generally the same; we could craft one that is for goods and services and we can always strike sections if needed during the negotiations. District Counsel discussed how that would look.

Director Sangster voiced that he would like to see the District have Standard Terms and Conditions for 1. Goods and Services and 2. Maintenance Agreements and Capital projects would be on their own. Director Sangster voiced that he wants to have the Districts Terms & Conditions posted online so they are easily accessed and if they submit their bid they are automatically consenting to the terms. Director Sangster voiced that any RFP from the District should state that by submitting a bid they agree to the District's Standard Terms & Conditions and that they would have to submit in writing if they had issues with the terms in their proposal.

Director Kalvans voiced that he is happy these are moving forward.

Public Comment: None

Information item only. Direction was given to staff.

BOARD COMMENT: Director Kalvans asked about the phone system at the district, and if it needed to be upgraded. Director Kalvans asked to talk about the date for the next Strategic Planning session. Discussion between Directors ensued.

Next Strategic meeting scheduled for November 5th at 6 pm

Director Sangster voiced that he wanted to welcome Assistant Chief Young back from the North Complex Wildland Fire and thank him for his service along with the strike team. Mr. Young has represented the District well and have glowing reports on this assignment. Director Sangster voiced that he appreciated all Mr. Young does for the District.

XII. ADJOURNMENT TO NEXT MEETING: Adjournment at Approximately 9:43 P.M.



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

October 22, 2020

AGENDA ITEM: XI - 1

SUBJECT: Financial Report for September 2020

RECOMMENDATION: Review and File the Enumeration for Financial Reports for September 2020

September 2020 Payroll Expense: CSD Payroll \$55,257.92 / Fire Stipend \$4246.62

September 2020 Income: \$231,382.97

September 2020 Expenses: \$209,606.20

1. Moonsoon Ventures \$51,948.75 June thru September Invoices
2. Churchwell White LLP \$25,816.16
3. PG&G \$25,427.62
4. US Bank \$5,017.31 Credit Card
5. Moss Levy & Hartzheim \$4000.00
6. Core & Main \$3,869.39
7. C&N Tractors \$3,679.19
8. Ferguson \$3,190.08
9. Mullahey Chrysler Dodge \$2,519.20 Truck #8632, #8601
10. USA Blue Book \$2,346.70

Recommendation: Review and File the Enumeration for the Financial Reports for September 2020. This item is for information and discussion only.

PREPARED BY:

Paola Freeman

Paola Freeman,
Financial Officer

10/12/20
10:15:43

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 9/20

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
6084	18557S	658 BACKFLOW SUPPLY	100.28					
1	73655	08/31/20 CALIBRATION TEST KIT	100.28			50 65000	351	10200
		Total for Vendor:	100.28					
6085	18558S	34 BLAKE'S INC	11.28					
1	1377322	09/28/20 Steel Wool, Toilet Cleaner	5.64			40 64000	305	10200
2	1377322	09/28/20 Steel Wool, Toilet Cleaner	5.64			50 65000	305	10200
		Total for Vendor:	11.28					
6042	18535S	573 BURT INDUSTRIAL SUPPLY	153.10					
1	80932	08/19/20 Tape,Cap Screw,Locknut,	153.10*			20 62000	460	10200
6068	18535S	573 BURT INDUSTRIAL SUPPLY	106.11					
1	81295	08/27/20 Brass Adapter	106.11*			20 62000	460	10200
6124	18581S	573 BURT INDUSTRIAL SUPPLY	72.70					
1	82121	09/17/20 Lock Clamp,Hose Barb	72.70			40 64000	585	10200
6125	18581S	573 BURT INDUSTRIAL SUPPLY	31.17					
1	81050	08/21/20 Lock Clamp,Hose Barb	31.17			40 64000	305	10200
		Total for Vendor:	363.08					
6070	18536S	340 C&N TRACTORS	2,211.02					
		New Fire Truck #8668						
1	47124	08/14/20 Chain Saw (2) Chains	2,211.02*			20 62000	460	10200
6071	18536S	340 C&N TRACTORS	1,468.17					
		New Fire Truck #8668						
1	47189P	08/19/20 STL KOMBI	1,468.17*			20 62000	460	10200
		Total for Vendor:	3,679.19					
6120	-99555E	416 CALPERS	700.00					
		Fees for GASB-68 Reports & Schedules						
		Customer ID: 5069981886						
1	16150288	08/21/20 GASB-68 Reports & Schedules	161.00			20 62000	325	10200
2	16150288	08/21/20 GASB-68 Reports & Schedules	14.00			30 63000	325	10200

10/12/20
10:15:43

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 9/20

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
3	16150288	08/21/20 GASB-68 Reports & Schedules	245.00			40 64000	325	10200
4	16150288	08/21/20 GASB-68 Reports & Schedules	266.00			50 65000	325	10200
5	16150288	08/21/20 GASB-68 Reports & Schedules	14.00			60 66000	325	10200
Total for Vendor:			700.00					
6127 18582S 999999 CASSIE FISHER~OFFICIAL COURT Transcripts for Kallie Johnson 18F-09401			70.00					
Court date 9-10-2020								
1	18F-09401	09/10/20 Transcripts, 18F-09401	16.10			20 62000	327	10200
2	18F-09401	09/10/20 Transcripts, 18F-09401	1.40			30 63000	327	10200
3	18F-09401	09/10/20 Transcripts, 18F-09401	24.50			40 64000	327	10200
4	18F-09401	09/10/20 Transcripts, 18F-09401	26.60			50 65000	327	10200
5	18F-09401	09/10/20 Transcripts, 18F-09401	1.40			60 66000	327	10200
Total for Vendor:			70.00					
6043 18537S 67 CHARTER COMMUNICATIONS Acct# 8245101050040553 1765 Bonita Treatment Plant			134.97					
Service from 8/18/2020 ~ 9/17/2020								
1	06-18-2020	08/18/20 Internet/Voice	134.97			40 64000	375	10200
6128 18583S 67 CHARTER COMMUNICATIONS Acct# 8245-10-105-0027311 Spectrum Business Internet/Voice			314.94					
Service 09/11/20 ~ 10/10/20								
1	27311-0911	09/11/20 Internet/Voice	94.48			20 62000	375	10200
2	27311-0911	09/11/20 Internet/Voice	110.23			40 64000	375	10200
3	27311-0911	09/11/20 Internet/Voice	110.23			50 65000	375	10200
6158 18583S 67 CHARTER COMMUNICATIONS Acct# 8245101050040553 1765 Bonita Treatment Plant			134.97					
Service from 9/18/2020 ~ 10/17/2020								
1	09-18-2020	09/18/20 Internet/Voice	134.97			40 64000	375	10200
Total for Vendor:			584.88					

10/12/20
10:15:43

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 9/20

Page: 3 of 21
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
6045	18538S	473 CHURCHWELL WHITE LLP	13,028.20					
Professional Services Rendered through July 31, 2020								
1	39575	07/31/20 General Counsel	723.05			20 62000	327	10200
2	39575	07/31/20 General Counsel	65.73			30 63000	327	10200
3	39575	07/31/20 General Counsel	1,183.18			40 64000	327	10200
4	39575	07/31/20 General Counsel	1,248.91			50 65000	327	10200
5	39575	07/31/20 General Counsel	65.73			60 66000	327	10200
6		07/31/20 Steinbeck vs SLO	6,429.60			50 65000	332	10200
8		07/31/20 Water	0.00			50 65000	327	10200
12		07/31/20 Solid waste	0.00			60 66000	327	10200
13	39577	07/31/20 White Oaks	1,264.00			50 65000	327	10200
16	39578	07/31/20 HR	272.00			20 62000	327	10200
17	39578	07/31/20 HR	88.80			30 63000	327	10200
18	39575	07/31/20 HR	799.20			40 64000	327	10200
19	39575	07/31/20 HR	799.20			50 65000	327	10200
21	39575	07/31/20 HR	88.80			60 66000	327	10200
6154	18584S	473 CHURCHWELL WHITE LLP	12,787.96					
Professional Services Rendered through August 31, 2020								
1	39871	09/23/20 General Counsel	1,403.38			20 62000	327	10200
2	39871	09/23/20 General Counsel	127.58			30 63000	327	10200
3	39871	09/23/20 General Counsel	2,296.46			40 64000	327	10200
4	39871	09/23/20 General Counsel	2,424.04			50 65000	327	10200
5	39871	09/23/20 General Counsel	127.58			60 66000	327	10200
6	39872	09/23/20 Steinbeck vs SLO	5,800.00			50 65000	332	10200
8		09/23/20 Water	0.00			50 65000	327	10200
12		09/23/20 Solid waste	0.00			60 66000	327	10200
13	39875	09/23/20 White Oaks	96.00			50 65000	327	10200
16		09/23/20 HR	0.00			20 62000	327	10200
17	39876	09/23/20 HR	25.65			30 63000	327	10200
18	39876	09/23/20 HR	230.81			40 64000	327	10200
19	39876	09/23/20 HR	230.81			50 65000	327	10200
21	39876	09/23/20 HR	25.65			60 66000	327	10200
Total for Vendor:			25,816.16					

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6118	18559S	583 COBLENTZ BIEHLE & CRAMER	1,395.00					
Bank recon, Year End Adjustments								
1	7256	08/31/20 Bank recon, Year End Adj	320.85			20 62000	325	10200
2	7256	08/31/20 Bank recon, Year End Adj	27.90			30 63000	325	10200
3	7256	08/31/20 Bank recon, Year End Adj	488.25			40 64000	325	10200
4	7256	08/31/20 Bank recon, Year End Adj	530.10			50 65000	325	10200
5	7256	08/31/20 Bank recon, Year End Adj	27.90			60 66000	325	10200
Total for Vendor:			1,395.00					
6088	18560S	584 CORE & MAIN LP	2,125.12					
1	M550720	09/04/20 10 Meters	2,125.12			50 65000	525	10200
6089	18560S	584 CORE & MAIN LP	1,744.27					
1	M653184	09/04/20 6 Meters	1,744.27			50 65000	525	10200
Total for Vendor:			3,869.39					
6041	18539S	598 CORRPRO C/O BBVA Compass Bank	820.00					
Inspection Service San Miguel Tank 650,000 gallon reservoir Inspect, test and clean rectifier, controls, meters, contact wiring.								
1	614461	08/20/20 San Miguel 650,000 gal reserv	820.00			50 65000	334	10200
Total for Vendor:			820.00					
6086	18561S	429 COUNTY OF SAN LUIS OBISPO - EH	103.70					
ACCT# AR0011381 Matthew Giuffrida								
1	IN0126553	09/03/20 Cross Connection	103.70			50 65000	362	10200
Total for Vendor:			103.70					
6087	18562S	999999 CRAVENS CONSTRUCTION COMPANY	2,000.00					
Leveled and set office modular at Waste Water Treatment Plant								
1	1544	08/20/20 Leveled and set office modular	2,000.00*			40 64000	581	10200
Total for Vendor:			2,000.00					

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6094	18563S	654 CULLIGAN WATER	50.27					
1	August2020	08/31/20 Water	50.27			40 64000	305	10200
		Total for Vendor:	50.27					
6121	18578S	107 FARM SUPPLY	87.92					
1	201128	08/19/20 Fire Adapt	87.92*			20 62000	460	10200
		Total for Vendor:	87.92					
6048	18540S	109 FERGUSON ENTERPRISES	122.91					
1	8648454	08/06/20 Weather Blanket	122.91			30 63000	353	10200
6049	18540S	109 FERGUSON ENTERPRISES	408.62					
San Pablo								
1	8642489-1	08/06/20 Water Sampling Station Blue	408.62			50 65000	353	10200
6050	18540S	109 FERGUSON ENTERPRISES	2,658.55					
San Pablo								
1	8642489	08/03/20 Water Sampling Station Blue	2,658.55			50 65000	353	10200
		Total for Vendor:	3,190.08					
6044	18541S	112 FGL - ENVIRONMENTAL ANALYTICAL	198.00					
Acct# 8000653								
1	082521A	08/20/20 Coliform~Wet Chem	66.00			50 65000	356	10200
2	082521A	08/20/20 Coliform~Wet Chem	66.00			50 65000	357	10200
3	082521A	08/20/20 Coliform~Wet Chem	66.00			50 65000	358	10200
6047	18541S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct# 8000653								
1	082520A	08/20/20 Metals	67.00			50 65000	358	10200
6051	18541S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#8000653								
1	082732A	08/25/20 Metals	67.00			50 65000	358	10200

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6096	18564S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#	8000653							
1	082629A	09/02/20 Metals	67.00			50 65000	358	10200
6097	18564S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
Acct#	8000653							
1	082731A	09/03/20 Coliform-Colilert	45.00			50 65000	356	10200
2	082731A	09/03/20 Coliform-Colilert	45.00			50 65000	357	10200
3	082731A	09/03/20 Coliform-Colilert	135.00			50 65000	358	10200
6098	18564S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#	8000653							
1	082781A	09/01/20 Metals	67.00			50 65000	358	10200
6153	18585S	112 FGL - ENVIRONMENTAL ANALYTICAL	125.00					
Acct#	8000653							
1	082966A	09/21/20 Coliform Colilert	125.00			50 65000	359	10200
6159	18585S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#	8000653							
1	083032A	09/24/20 Metals	67.00			50 65000	358	10200
Total for Vendor:			883.00					
6069	18542S	308 FRONTIER COMMUNICATIONS	60.33					
Acct #	805-467-2818	010412-5						
Service from 08/22/20 ~09/21/20								
1150 Mission Street								
1	Aug~2020	08/22/20 Building Alarm	20.11			40 64000	310	10200
2	Aug~2020	08/22/20 Building Alarm	20.11			50 65000	310	10200
3	Aug~2020	08/22/20 Building Alarm	20.11			20 62000	310	10200
6095	18565S	308 FRONTIER COMMUNICATIONS	62.97					
Acct #	805-467-2015	051216-5						
Service from 9/01/20 ~ 9/30/20								
SCADA								
1	Sept 2020	09/01/20 Alarm/SCADA	31.49			40 64000	310	10200

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2	Sept 2020 09/01/20	Alarm/SCADA	31.48			50 65000	310	10200
		Total for Vendor:	123.30					
6052 A0702	18543S 125	GREAT WESTERN ALARM	80.70					
	Service Period: 9/01/20 ~ 9/30/20							
1	200802242 09/01/20	Answering Service	40.35			40 64000	380	10200
2	200802242 09/01/20	Answering Service	40.35			50 65000	380	10200
6053 GW-661	18543S 125	GREAT WESTERN ALARM	32.00					
	Service Period: 9/01/20 ~ 9/30/20							
1	200800545 09/01/20	Alarm Monitoring	16.00			40 64000	380	10200
2	200800545 09/01/20	Alarm Monitoring	16.00			50 65000	380	10200
6156 A0702	18586S 125	GREAT WESTERN ALARM	75.60					
	Service Period: 10/01/20 ~ 10/31/20							
1	200902242 10/01/20	Answering Serivce	37.80			40 64000	380	10200
2	200902242 10/01/20	Answering Serivce	37.80			50 65000	380	10200
6157 GW-661	18586S 125	GREAT WESTERN ALARM	32.00					
	Service Period: 10/1/20 ~ 10/31/20							
1	200900545 10/01/20	Alarm Monitoring	16.00			40 64000	380	10200
2	200900545 10/01/20	Alarm Monitoring	16.00			50 65000	380	10200
		Total for Vendor:	220.30					
6100	18566S 656	HEIMAN FIRE EQUIPMENT	120.80					
	Customer # 0024698							
1	0891230 08/20/20	Shutoff Swivel	120.80*			20 62000	460	10200
		Total for Vendor:	120.80					
6054 BLS Skills session Ward Roney	18544S 134	HELPING HAND HEALTH EDUCATION	44.00					
	BLS Skills session Ward Roney							
1	210 08/17/20	BLS Skills session	44.00			20 62000	386	10200
		Total for Vendor:	44.00					

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6055	18545S	147 JB DEWAR	1,078.26					
1	119200	08/19/20 Clear Diesel	1,078.26			40 64000	485	10200
6101	18579S	147 JB DEWAR	1,174.53					
1	120390	09/01/20 Clear Diesel	1,046.43			40 64000	485	10200
2	120390	09/01/20 Clear Diesel	128.10			20 62000	485	10200
		Total for Vendor:	2,252.79					
6056	18546S	626 JOHN DEER FINANCIAL	168.06					
2	639293	08/06/20 Hydraulic parts~Seal Kit	84.03			50 65000	351	10200
3	639293	08/06/20 Hydraulic parts~Seal Kit	84.03			40 64000	351	10200
		Total for Vendor:	168.06					
6148	18587S	999999 JOSE & OLGA ZATARAIN	95.04					
		water & Sewer deposit refund						
		1585 Verde Place						
1	20300-03	09/15/20 Sewer deposit refund	70.89			40 20550		10200
2	20300-03	09/15/20 Water deposit refund	24.15			50 20550		10200
		Total for Vendor:	95.04					
6090	18567S	474 L.N. CURTIS & SONS	111.10					
1	INV417746	08/27/20 Folding Wheel Chocs	111.10*			20 62000	460	10200
6091	18567S	474 L.N. CURTIS & SONS	419.89					
1	INV417340	08/26/20 Fire Box	419.89*			20 62000	460	10200
6092	18567S	474 L.N. CURTIS & SONS	147.20					
1	INV582952	08/27/20 3 Black Strap Short	147.20*			20 62000	460	10200
6093	18567S	474 L.N. CURTIS & SONS	239.96					
1	INV582952	08/31/20 1 Black Strap Short, 4 tall	239.96*			20 62000	460	10200
		Total for Vendor:	918.15					

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6119	18568S	510 LOCAL IT EXPERTS	934.50					
1	258 09/14/20	IT Service~ Sept 2020	204.70			20 62000	350	10200
2	258 09/14/20	IT Service~ Sept 2020, T-Books	17.80			30 63000	334	10200
3	258 09/14/20	IT Service~ Sept 2020, T-Books	311.50			40 64000	334	10200
4	258 09/14/20	IT Service~ Sept 2020, T-Books	338.20			50 65000	334	10200
5	258 09/14/20	IT Service~ Sept 2020, T-Books	17.80			60 66000	334	10200
6	258 09/14/20	After Hours IT Support Young	44.50			20 62000	334	10200
Total for Vendor:			934.50					
6057	18547S	649 MBS LAND SURVEYS	2,300.00					
Supplemental Topographic Survey								
1	18-284.1-2 08/21/20	Supplemental Survey	1,150.00			40 64000	326	10200
2	18-284.1-2 08/21/20	Supplemental Survey	1,150.00			50 65000	326	10200
Total for Vendor:			2,300.00					
6102	18569S	646 MISSION UNIFORM SUPPLY	45.56					
Uniforms; Dodds, Sobotka, Pittman,								
1	513076275 08/19/20	Employee Uniforms	0.91			30 63000	495	10200
2	513076275 08/19/20	Employee Uniforms	21.87			40 64000	495	10200
3	513076275 08/19/20	Employee Uniforms	21.87			50 65000	495	10200
4	513076275 08/19/20	Employee Uniforms	0.91			60 66000	495	10200
6103	18569S	646 MISSION UNIFORM SUPPLY	45.56					
Uniforms; Dodds, Sobotka, Pittman, VanBrunt								
1	513121737 08/26/20	Employee Uniforms	0.91			30 63000	495	10200
2	513121737 08/26/20	Employee Uniforms	21.87			40 64000	495	10200
3	513121737 08/26/20	Employee Uniforms	21.87			50 65000	495	10200
4	513121737 08/26/20	Employee Uniforms	0.91			60 66000	495	10200
6104	18569S	646 MISSION UNIFORM SUPPLY	40.34					
Uniforms; Dodds, Sobotka, Pittman,								
1	513168802 09/02/20	Employee Uniforms	0.80			30 63000	495	10200
2	513168802 09/02/20	Employee Uniforms	19.37			40 64000	495	10200
3	513168802 09/02/20	Employee Uniforms	19.37			50 65000	495	10200
4	513168802 09/02/20	Employee Uniforms	0.80			60 66000	495	10200

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6105	18569S	646 MISSION UNIFORM SUPPLY	37.34					
		Uniforms; Dodds, Sobotka, Pittman,						
1	513214104	09/09/20 Employee Uniforms	0.75			30 63000	495	10200
2	513214104	09/09/20 Employee Uniforms	17.92			40 64000	495	10200
3	513214104	09/09/20 Employee Uniforms	17.92			50 65000	495	10200
4	513214104	09/09/20 Employee Uniforms	0.75			60 66000	495	10200
6106	18569S	646 MISSION UNIFORM SUPPLY	110.00					
		Restocking Fee						
1	513202248	09/09/20 Employee Uniforms	2.20			30 63000	495	10200
2	513202248	09/09/20 Employee Uniforms	52.80			40 64000	495	10200
3	513202248	09/09/20 Employee Uniforms	52.80			50 65000	495	10200
4	513202248	09/09/20 Employee Uniforms	2.20			60 66000	495	10200
6150	18588S	646 MISSION UNIFORM SUPPLY	45.56					
		Uniforms; Dodds, Sobotka, Pittman, VanBrunt						
1	512759455	07/01/20 Employee Uniforms	0.91			30 63000	495	10200
2	512759455	07/01/20 Employee Uniforms	21.87			40 64000	495	10200
3	512759455	07/01/20 Employee Uniforms	21.87			50 65000	495	10200
4	512759455	07/01/20 Employee Uniforms	0.91			60 66000	495	10200
6151	18588S	646 MISSION UNIFORM SUPPLY	37.34					
		Uniforms; Dodds, Sobotka, Pittman,						
1	513262713	09/16/20 Employee Uniforms	0.75			30 63000	495	10200
2	513262713	09/16/20 Employee Uniforms	17.92			40 64000	495	10200
3	513262713	09/16/20 Employee Uniforms	17.92			50 65000	495	10200
4	513262713	09/16/20 Employee Uniforms	0.75			60 66000	495	10200
6152	18588S	646 MISSION UNIFORM SUPPLY	37.34					
		Uniforms; Dodds, Sobotka, Pittman,						
1	513262713	09/16/20 Employee Uniforms	0.75			30 63000	495	10200
2	513262713	09/16/20 Employee Uniforms	17.92			40 64000	495	10200
3	513262713	09/16/20 Employee Uniforms	17.92			50 65000	495	10200
4	513262713	09/16/20 Employee Uniforms	0.75			60 66000	495	10200
Total for Vendor:			399.04					

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6133	18589S	559 MONSOON VENTURES, INC.	2,490.00					
		Board & Committee Meetings 6-18-2020 ~ 09-08-2020						
1	2579	09/14/20 Board & Committee Meetings	1,245.00			40 64000	326	10200
2	2579	09/14/20	1,245.00			50 65000	326	10200
6134	18589S	559 MONSOON VENTURES, INC.	3,117.50					
		WWTP Project Management Services 6-25-2020 ~ 09-08-2020						
1	2580	09/14/20 WWTP Project Management Servic	3,117.50			40 64000	587	10200
6135	18589S	559 MONSOON VENTURES, INC.	13,217.50					
		WWTP Project Design 7-15-2020 ~ 09-08-2020						
1	2581	09/14/20 WWTP Project Design	13,217.50			40 64000	587	10200
6136	18589S	559 MONSOON VENTURES, INC.	7,511.25					
		WWTP Preliminary Engineering Report 6-23-2020 ~ 09-14-2020						
1	2582	09/14/20 WWTP Prelim Engineering Report	7,511.25			40 64000	587	10200
6137	18589S	559 MONSOON VENTURES, INC.	810.00					
		Recycled Water (Purple Pipe) Distribution System 6-16-2020 ~ 07-17-2020						
1	2583	09/14/20 Purple Pipe Distribution	810.00			40 64000	587	10200
6138	18589S	559 MONSOON VENTURES, INC.	9,067.50					
		CDBG Waterline Post design Phase 7-06-2020 ~ 09-10-2020						
1	2584	09/14/20 CDBG Waterline Post design	9,067.50			50 65000	326	10200
6139	18589S	559 MONSOON VENTURES, INC.	2,500.00					
		SSMP 2020 Audit 7-20-2020 ~ 09-14-2020						
1	2585	09/14/20 SSMP 2020 Audit	2,500.00			40 64000	326	10200
6140	18589S	559 MONSOON VENTURES, INC.	12,500.00					
		Water & WasteWater Master Plan 6-24-2020 ~ 09-14-2020						
1	2586	09/14/20 Water & WasteWater Master	6,250.00			40 64000	326	10200
2	2586	09/14/20 Water & WasteWater Master	6,250.00			50 65000	326	10200

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6141	18589S	559 MONSOON VENTURES, INC.	300.00					
	WWTP UPRR Property Acquisition 7-7-2020 ~ 09-14-2020							
1	2587 09/14/20	WWTP UPRR Property Acquisition	300.00			40 64000	587	10200
6142	18589S	559 MONSOON VENTURES, INC.	435.00					
	CWSRF Planning Grant Administration 7-28-2020							
1	2588 09/14/20	CWSRF Planning Grant Admin	435.00			40 64000	587	10200
		Total for Vendor:	51,948.75					
6107	18570S	553 MOSS, LEVY & HARTZHEIM LLP	4,000.00					
	2020-2021 Audit							
1	20455 08/31/20	Audit Services	920.00			20 62000	325	10200
2	20455 08/31/20	Audit Services	80.00			30 63000	325	10200
3	20455 08/31/20	Audit Services	1,400.00			40 64000	325	10200
4	20455 08/31/20	Audit Services	1,520.00			50 65000	325	10200
5	20455 08/31/20	Audit Services	80.00			60 66000	325	10200
		Total for Vendor:	4,000.00					
6072	18548S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	2,446.32					
	Truck #8601							
1	95797 08/26/20	#8601 Service, Rear Harness	2,446.32			20 62000	354	10200
6122	18580S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	72.88					
	2006 GMC Sierra Service							
1	94316 06/11/20	Service 2006 GMC	36.44			40 64000	354	10200
2	94316 06/11/20	Service 2006 GMC	36.44			50 65000	354	10200
		Total for Vendor:	2,519.20					
6073	18549S	182 NAPA	35.93					
	1 3110 08/05/20	Towels,Wipes,Ceaner	35.93			20 62000	305	10200
		Total for Vendor:	35.93					
6108	18571S	636 OFFICE1	78.58					
	Maintenance Contract #CBM6913-02							
	Samsung/X4250LX							
	Acct No. 013014							
1	AR580753 08/05/20	Maint Contract 9/4/20~10/3/2	23.58			20 62000	334	10200

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2	AR580753	08/05/20 Maint Contract 9/4/20~10/3/2	27.50			40 64000	334	10200
3	AR580753	08/05/20 Maint Contract 9/4/20~10/3/2	27.50			50 65000	334	10200
Total for Vendor:			78.58					
6058	18550S	208 PG&E #6480-8	1,085.87					
Acct #8565976480-8								
1	0720~0820	08/17/20 12th & K 8565976725	8.92*			30 63000	381	10200
2	0720~0820	08/17/20 Tract 2710 - 8562053214	69.36*			30 63000	381	10200
3	0720~0820	08/17/20 Tract 2710 - 8564394360	30.19*			30 63000	381	10200
4	0720~0820	08/17/20 Tract 2710 - 8560673934	75.48*			30 63000	381	10200
5	0720~0820	08/17/20 Mission Heights - 856597648	164.40*			30 63000	381	10200
6	0720~0820	08/17/20 Tract 2605 - 8565976109	35.23*			30 63000	381	10200
7	0720~0820	08/17/20 9898 River Rd. - 8565976002	327.45*			30 63000	381	10200
8	0720~0820	08/17/20 9898 River Rd. - 8565976004	42.21*			30 63000	381	10200
9	0720~0820	08/17/20 9898 River Rd. - 8565976008	199.30*			30 63000	381	10200
10	0720~0820	08/17/20 9898 River Rd. - 8565976014	67.12*			30 63000	381	10200
11	0720~0820	08/17/20 9898 River Rd. - 8565976481	47.03*			30 63000	381	10200
12	0720~0820	08/17/20 9898 River Rd. - 8565976483	19.18*			30 63000	381	10200
6144	18590S	208 PG&E #6480-8	1,085.85					
Acct #8565976480-8								
1	0820~0920	08/17/20 12th & K 8565976725	8.92*			30 63000	381	10200
2	0820~0920	08/17/20 Tract 2710 - 8562053214	69.36*			30 63000	381	10200
3	0820~0920	08/17/20 Tract 2710 - 8564394360	30.19*			30 63000	381	10200
4	0820~0920	08/17/20 Tract 2710 - 8560673934	75.47*			30 63000	381	10200
5	0820~0920	08/17/20 Mission Heights - 856597648	164.40*			30 63000	381	10200
6	0820~0920	08/17/20 Tract 2605 - 8565976109	35.23*			30 63000	381	10200
7	0820~0920	08/17/20 9898 River Rd. - 8565976002	327.45*			30 63000	381	10200
8	0820~0920	08/17/20 9898 River Rd. - 8565976004	42.20*			30 63000	381	10200
9	0820~0920	08/17/20 9898 River Rd. - 8565976008	199.30*			30 63000	381	10200
10	0820~0920	08/17/20 9898 River Rd. - 8565976014	67.12*			30 63000	381	10200
11	0820~0920	08/17/20 9898 River Rd. - 8565976481	47.03*			30 63000	381	10200
12	0820~0920	08/17/20 9898 River Rd. - 8565976483	19.18*			30 63000	381	10200
Total for Vendor:			2,171.72					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 9/20

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
6059	18551S	209 PG&E #6851-8	13,386.88					
Acct #3675186851-8								
1	0720~0820	08/18/20 Old Fire Station / 1297 L S	28.88			20 62000	381	10200
2	0720~0820	08/18/20 New Fire Station 1150 Missi	20.51			20 62000	381	10200
3	0720~0820	08/18/20 Water Works #1 / Well 3	4,195.55			50 65000	381	10200
4	0720~0820	08/18/20 Bonita Pl & 16th / Well 4	919.19			50 65000	381	10200
5	0720~0820	08/18/20 N St / WWTP	7,805.87			40 64000	381	10200
6	0720~0820	08/18/20 2HP Booster Station	17.48			50 65000	381	10200
7	0720~0820	08/18/20 Mission Heights Booster	10.54			50 65000	381	10200
8	0720~0820	08/18/20 14th St. & K St.	82.96			50 65000	381	10200
9	0720~0820	08/18/20 942 Soka Way lift station	93.92			40 64000	381	10200
10	0720~0820	08/18/20 Missn & 12th Lanscape~St li	96.88*			30 63000	381	10200
11	0720~0820	08/18/20 SLT Well	115.10			50 65000	381	10200
6143	18591S	209 PG&E #6851-8	12,040.74					
Acct #3675186851-8								
1	0820~0920	09/17/20 Old Fire Station / 1297 L S	25.27			20 62000	381	10200
2	0820~0920	09/17/20 New Fire Station 1150 Missi	38.67			20 62000	381	10200
3	0820~0920	09/17/20 Water Works #1 / Well 3	1,686.49			50 65000	381	10200
4	0820~0920	09/17/20 Bonita Pl & 16th / Well 4	2,834.10			50 65000	381	10200
5	0820~0920	09/17/20 N St / WWTP	7,048.70			40 64000	381	10200
6	0820~0920	09/17/20 2HP Booster Station	17.15			50 65000	381	10200
7	0820~0920	09/17/20 Mission Heights Booster	9.86			50 65000	381	10200
8	0820~0920	09/17/20 14th St. & K St.	79.39			50 65000	381	10200
9	0820~0920	09/17/20 942 Soka Way lift station	90.61			40 64000	379	10200
10	0820~0920	09/17/20 Missn & 12th Lanscape~St li	101.17*			30 63000	381	10200
11	0820~0920	09/17/20 SLT Well	109.33			50 65000	381	10200
Total for Vendor:			25,427.62					
6067	18552S	585 PRW Steel Supply	864.82					
Alum Formed Shelves								
1	374705	08/20/20 Alum Formed Shelves	607.17*			20 62000	460	10200
2	374854	08/24/20 Alum Formed Shelves	235.43*			20 62000	460	10200
3	374768	08/21/20 Alum Flat	22.22*			20 62000	460	10200
Total for Vendor:			864.82					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
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Pacific Premier Bank - General Account
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6149	18592S 999999	SALOMON & NORMA SALINAS water & Sewer deposit refund 1585 Verde Place	26.55					
1	20287-02 09/15/20	Sewer deposit refund Total for Vendor:	26.55 26.55			40 20550		10200
6109	18572S 609	SAN LUIS POWER HOUSE Quarterly Testing of Kohler emergency generator Location San Miguel Fire Department	185.00					
1	43475 08/17/20	San Miguel Fire Department	185.00			20 62000	334	10200
6110	18572S 609	SAN LUIS POWER HOUSE Quarterly Testing of Kohler emergency generator Location Mission Garden Lift Station	185.00					
1	43476 08/17/20	Mission Garden Lift Station	185.00			40 64000	334	10200
6111	18572S 609	SAN LUIS POWER HOUSE Quarterly Testing of Kohler emergency generator Location 12th Street Well	185.00					
1	43477 08/17/20	12th Street Well	185.00			50 65000	334	10200
6112	18572S 609	SAN LUIS POWER HOUSE Quarterly Testing of Kohler emergency generator Location Waste Water Treatment Plant	185.00					
1	43478 08/17/20	Waste Water Treatment Plant Total for Vendor:	185.00 740.00			40 64000	334	10200
6060	18553S 481	SAN MIGUEL COMMUNITY SERVICES 1203 Mission Irrigation Meter Acct#20547-00	582.06					
179	Units							
1	Aug 2020-1 08/15/20	1203 Mission Irrigation Me	582.06*			30 63000	384	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
6061	18553S	481 SAN MIGUEL COMMUNITY SERVICES 1199 Mission Irrigation Meter Acct#27476-00	92.24					
Units 20								
1	Aug 2020-2	08/15/20 1199 Mission Irrigation Me	92.24*			30 63000	384	10200
6062	18553S	481 SAN MIGUEL COMMUNITY SERVICES 942 Soka Way Acct#20840-00	50.03					
1	Aug 2020-3	08/15/20 942 Soka Way	50.03*			40 64000	384	10200
6129	18593S	481 SAN MIGUEL COMMUNITY SERVICES 1203 Mission Irrigation Meter Acct#20547-00	1,017.06					
179 Units								
1	09/15/20	1203 Mission Irrigation Meter	1,017.06*			30 63000	384	10200
6130	18593S	481 SAN MIGUEL COMMUNITY SERVICES 1199 Mission Irrigation Meter Acct#27476-00	101.22					
Units 20								
1	09/15/20	1199 Mission Irrigation Meter	101.22*			30 63000	384	10200
6131	18593S	481 SAN MIGUEL COMMUNITY SERVICES 942 Soka Way Acct#20840-00	50.03					
1	09/15/20	942 Soka Way	50.03*			40 64000	384	10200
6132	18593S	481 SAN MIGUEL COMMUNITY SERVICES 1765 Bonita Acct#27475-00	4.08					
1	09/15/20	1765 Bonita #27475-00	4.08*			40 64000	384	10200
Total for Vendor:			1,896.72					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6113	18573S	238 SAN MIGUEL GARBAGE	103.98					
Account # 318694 Service 9/01/20 ~ 9/30/20								
1	8-	2020 09/01/20 Trash Disposal	51.99			40 64000	383	10200
2	8-	2020 09/01/20 Trash Disposal	51.99			50 65000	383	10200
Total for Vendor:			103.98					
6074	18554S	589 SOUTH COAST EMERGENCY VEHICLE	926.08					
Truck #E8687								
1	500368	08/27/20 Engine locked Pump plugged up	926.08			20 62000	354	10200
6075	18554S	589 SOUTH COAST EMERGENCY VEHICLE	643.10					
Truck #E8668								
1	500362	08/27/20 Battery	643.10*			20 62000	460	10200
Total for Vendor:			1,569.18					
6126	18594S	352 STAPLES CREDIT PLAN	67.66					
1	090920	09/09/20 Staples, Paper,ink	15.56			20 62000	410	10200
2	090920	09/09/20 Staples, Paper,ink	1.35			30 63000	410	10200
3	090920	09/09/20 Staples, Paper,ink	23.68			40 64000	410	10200
4	090920	09/09/20 Staples, Paper,ink	25.72			50 65000	410	10200
5	090920	09/09/20 Staples, Paper,ink	1.35			60 66000	410	10200
Total for Vendor:			67.66					
6114	18574S	534 STREAMLINE	200.00					
Web Page Hosting Service for September 2020								
1	106902	09/10/20 Web Page Monthly Fee September	46.00			20 62000	376	10200
2	106902	09/10/20 Web Page Monthly Fee September	4.00			30 63000	376	10200
3	106902	09/10/20 Web Page Monthly Fee September	70.00			40 64000	376	10200
4	106902	09/10/20 Web Page Monthly Fee September	76.00			50 65000	376	10200
5	106902	09/10/20 Web Page Monthly Fee September	4.00			60 66000	376	10200
Total for Vendor:			200.00					

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6066	18555S	280 TEMPLETON UNIFORMS	223.76					
		TacticalP Pants E Chambers						
1	131533	08/25/20 TacticalP Pants E Chambers	223.76			20 62000	495	10200
		Total for Vendor:	223.76					
6115	18575S	282 THE BLUEPRINTER	14.59					
1	79387	08/27/20 Scanning Plans	12.00			40 64000	320	10200
2	79355	08/27/20 Scanning Plans WWTP	2.59			40 64000	320	10200
		Total for Vendor:	14.59					
6160	18595S	629 TNT FIREWORKS	1,000.00					
		Refundable Clean up bond 1130 Mission Street 7-2020						
		Refundable Clean up bond 1040 K Street 7-2020						
1	101	09/23/20 1130 Mission Street	500.00			20 40310		10200
2	101	09/23/20 1040 K Street	500.00			20 40310		10200
		Total for Vendor:	1,000.00					
6076	18556S	301 US BANK	5,017.31					
1		08/24/20 Active 911	260.00			20 62000	385	10200
2		08/24/20 EMS Paramedic Licensure Prog	225.00			20 62000	715	10200
3		08/24/20 Postage	28.72*			20 62000	315	10200
4		08/24/20 Postage	2.50*			30 63000	315	10200
5		08/24/20 Postage	43.73			40 64000	315	10200
6		08/24/20 Postage	47.48			50 65000	315	10200
7		08/24/20 Postage	2.50			60 66000	315	10200
8		08/24/20 Zoom~ Adobe	10.35			20 62000	305	10200
9		08/24/20 Zoom~ Adobe	0.90			30 63000	305	10200
10		08/24/20 Zoom~ Adobe	15.74			40 64000	305	10200
11		08/24/20 Zoom~ Adobe	17.09			50 65000	305	10200
12		08/24/20 Zoom~ Adobe	0.90			60 66000	305	10200
13		08/24/20 Vista Print Cards Dodds	1.07			30 63000	305	10200
14		08/24/20 Vista Print Cards Dodds	9.65			40 64000	305	10200
15		08/24/20 Vista Print Cards Dodds	9.65			50 65000	305	10200
16		08/24/20 Vista Print Cards Dodds	1.07			60 66000	305	10200
17		08/24/20 Brown&Caldwell New Position	100.00			40 64000	393	10200
18		08/24/20 Brown&Caldwell Job Posting	100.00			50 65000	393	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 9/20

Pacific Premier Bank - General Account
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
19	08/24/20	Lowe~Spray,Drill,Socket,	1,160.45*			20 62000	460	10200
20	08/24/20	Dana Safety Supply	-324.15*			20 62000	460	10200
21	08/24/20	OReilly~WiperBlade PW Invert	129.27			20 62000	354	10200
22	08/24/20	MarriottHotel Bakersfield Fire	202.06			20 62000	370	10200
23	08/24/20	San Paso Truck Stop DEF	24.00*			20 62000	460	10200
24	08/24/20	Blakes~Epoxy	23.86*			20 62000	460	10200
25	08/24/20	CED	94.55*			20 62000	460	10200
26	08/24/20	Tractor Supply Utility Mat	77.12*			20 62000	460	10200
27	08/24/20	A-1 Glass #8668 New Truck	609.30*			20 62000	460	10200
28	08/24/20	Lowe~Ratchet,Spray,RailSocket	339.43*			20 62000	460	10200
29	08/24/20	Oasis Equip, Rhino Post Driver	112.00			40 64000	582	10200
30	08/24/20	Amazon Trash Bags	70.76			40 64000	305	10200
31	08/24/20	Amazon Trash Bags	70.76			50 65000	305	10200
32	08/24/20	Water Filter	18.58			20 62000	305	10200
33	08/24/20	Water Filter	18.58			40 64000	305	10200
34	08/24/20	Water Filter	18.58			50 65000	305	10200
35	08/24/20	Lowe,Primer,PVC Cement,Lumber	111.28			50 65000	353	10200
36	08/24/20	Postage	1.40*			40 64000	581	10200
37	08/24/20	Tractor Supply~ Chain Binders	150.83			30 63000	305	10200
38	08/24/20	Tractor Supply~ Chain Binders	150.83			40 64000	305	10200
39	08/24/20	Tractor Supply~ Chain Binders	150.83			50 65000	305	10200
40	08/24/20	Tractor Supply~ Chain Binders	150.83			60 66000	305	10200
41	08/24/20	Battery Replacement	35.38			50 65000	351	10200
42	08/24/20	Amazon~ Tyvek Coveralls	319.61			40 64000	348	10200
43	08/24/20	Amazon~ Tyvek Coveralls	319.61			50 65000	348	10200
44	08/24/20	Amazon~ Safety Glasses	13.51			40 64000	348	10200
45	08/24/20	Amazon~ Safety Glasses	13.51			50 65000	348	10200
46	08/24/20	Amazon~Gloves	17.94			40 64000	348	10200
47	08/24/20	Amazon~Gloves	17.94			50 65000	348	10200
48	08/24/20	OReilly	3.50			40 64000	354	10200
49	08/24/20	OReilly	3.49			50 65000	354	10200
50	08/24/20	Amazon~Gloves	17.66			40 64000	348	10200
51	08/24/20	Amazon~Gloves	17.66			50 65000	348	10200
Total for Vendor:			5,017.31					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
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Pacific Premier Bank - General Account
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6145	18596S	303 USA BLUEBOOK	196.11					
1	353365	09/09/20 Skimming Net (3)	196.11			40 64000	585	10200
6146	18596S	303 USA BLUEBOOK	2,150.59					
1	3577678	09/14/20 Pump Wetend Repair Kit	2,150.59			40 64000	585	10200
		Total for Vendor:	2,346.70					
6116	18576S	327 VALLI INFORMATION SYSTEMS	692.18					
		Web Posting service for August						
1	61052	08/31/20 Web Posting, Postage	303.56			40 64000	315	10200
2	61052	08/31/20 Web Posting, Postage	303.57			50 65000	315	10200
3	61052	08/31/20 Web Posting, Postage	85.05*			20 62000	315	10200
		Total for Vendor:	692.18					
6147	18597S	511 VERIZON	90.14					
		Laptop 805-423-7591,805-591-9233,805-591-9352						
		Laptop 805-369-9703						
		08/09/20 ~ 9/08/20						
1	9862380140	09/08/20 Tablets	20.05			20 62000	310	10200
2	9862380140	09/08/20 Tablets	35.05			40 64000	310	10200
3	9862380140	09/08/20 Tablets	35.04			50 65000	310	10200
		Total for Vendor:	90.14					
6117	18577S	612 WEX BANK	532.36					
1	66973462	08/07/20 Truck #8600	159.88			20 62000	485	10200
2	66973462	08/07/20 Truck #8601	90.30			20 62000	485	10200
3	66973462	08/07/20 Truck #8630	46.36			20 62000	485	10200
4	66973462	08/07/20 Truck #8632	117.91			40 64000	485	10200
5	66973462	08/07/20 Truck #8632	117.91			50 65000	485	10200
6	66973462	08/07/20 Truck #8634	0.00			40 64000	485	10200
		Total for Vendor:	532.36					
		# of Claims	106					
		Total:	152,867.96					
		Total Electronic Claims	700.00					
		Total Non-Electronic Claims	152167.96					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
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Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$19,221.20
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$4,902.75
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$68,150.12
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$59,976.40
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$617.49
Total:	\$152,867.96

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	0.00	1,329.00	2,000.00	671.00	66 %
40310	Fireworks Refundable C/Up Bond	-1,000.00	-1,000.00	2,700.00	3,700.00	-37 %
40420	Ambulance Reimbursement	1,237.50	1,237.50	4,400.00	3,162.50	28 %
40500	VFA Assistance Grant	0.00	0.00	20,000.00	20,000.00	0 %
	Account Group Total:	237.50	1,566.50	29,100.00	27,533.50	5 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	54.10	16,617.71	417,997.00	401,379.29	4 %
	Account Group Total:	54.10	16,617.71	417,997.00	401,379.29	4 %
46000	Revenues & Interest					
46000	Revenues & Interest	61.26	350.72	0.00	-350.72	** %
46150	Miscellaneous Income	4,531.00	4,531.00	0.00	-4,531.00	** %
46151	Refund/Adjustments	59.54	59.54	0.00	-59.54	** %
46153	Plan Check Fees and Inspections	150.00	657.72	2,000.00	1,342.28	33 %
	Account Group Total:	4,801.80	5,598.98	2,000.00	-3,598.98	280 %
	Fund Total:	5,093.40	23,783.19	449,097.00	425,313.81	5 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	16.05	4,936.95	124,439.00	119,502.05	4 %
	Account Group Total:	16.05	4,936.95	124,439.00	119,502.05	4 %
46000	Revenues & Interest					
46000	Revenues & Interest	199.73	1,765.85	0.00	-1,765.85	** %
46100	Realized Earnings	-230.30	25.90	0.00	-25.90	** %
46150	Miscellaneous Income	11,638.26	11,638.26	0.00	-11,638.26	** %
	Account Group Total:	11,607.69	13,430.01	0.00	-13,430.01	** %
	Fund Total:	11,623.74	18,366.96	124,439.00	106,072.04	15 %
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	0.00	50,060.00	0.00	-50,060.00	** %
40900	Wastewater Sales	92,923.64	266,579.12	954,125.00	687,545.88	28 %
	Account Group Total:	92,923.64	316,639.12	954,125.00	637,485.88	33 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	8.08	2,810.19	62,508.00	59,697.81	4 %
	Account Group Total:	8.08	2,810.19	62,508.00	59,697.81	4 %
46000	Revenues & Interest					
46000	Revenues & Interest	132.69	612.49	0.00	-612.49	** %
46006	IRWM Grants	8,561.77	8,561.77	0.00	-8,561.77	** %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
46008	DWR Grants	0.00	0.00	250,000.00	250,000.00	0 %
46150	Miscellaneous Income	6,348.14	7,356.14	0.00	-7,356.14	** %
46151	Refund/Adjustments	59.55	59.55	0.00	-59.55	** %
46152	Recycling	99.50	99.50	0.00	-99.50	** %
46155	Will Serve Processing Fees	0.00	750.00	0.00	-750.00	** %
	Account Group Total:	15,201.65	17,439.45	250,000.00	232,560.55	7 %
	Fund Total:	108,133.37	336,888.76	1,266,633.00	929,744.24	27 %
50 WATER DEPARTMENT						
41000 Water Sales						
41000	Water Sales	96,529.29	272,449.90	895,101.00	622,651.10	30 %
41001	Water Connection Fees	0.00	50,912.00	0.00	-50,912.00	** %
41010	Water Meter Fees	0.00	2,250.00	0.00	-2,250.00	** %
	Account Group Total:	96,529.29	325,611.90	895,101.00	569,489.10	36 %
46000 Revenues & Interest						
46000	Revenues & Interest	15.90	280.10	0.00	-280.10	** %
46150	Miscellaneous Income	5,340.14	5,340.14	0.00	-5,340.14	** %
46151	Refund/Adjustments	59.55	59.55	0.00	-59.55	** %
46152	Recycling	39.50	39.50	0.00	-39.50	** %
46155	Will Serve Processing Fees	1,000.00	2,500.00	0.00	-2,500.00	** %
	Account Group Total:	6,455.09	8,219.29	0.00	-8,219.29	** %
	Fund Total:	102,984.38	333,831.19	895,101.00	561,269.81	37 %
60 SOLID WASTE DEPARTMENT						
46000 Revenues & Interest						
46000	Revenues & Interest	8.26	46.63	0.00	-46.63	** %
46005	Franchise Fees	3,435.49	10,183.88	32,323.00	22,139.12	32 %
46150	Miscellaneous Income	104.33	104.33	0.00	-104.33	** %
	Account Group Total:	3,548.08	10,334.84	32,323.00	21,988.16	32 %
	Fund Total:	3,548.08	10,334.84	32,323.00	21,988.16	32 %
	Grand Total:	231,382.97	723,204.94	2,767,593.00	2,044,388.06	26 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	9,328.17	18,957.48	150,000.00	150,000.00	131,042.52	13 %
	111 BOD Stipend	88.00	88.00	1,380.00	1,380.00	1,292.00	6 %
	115 Payroll Expenses	325.13	694.45	1,800.00	1,800.00	1,105.55	39 %
	120 Workers' Compensation	0.00	10,435.74	7,260.00	7,260.00	-3,175.74	144 %
	121 Physicals	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	125 Volunteer firefighter stipends	5,979.30	11,704.90	45,000.00	45,000.00	33,295.10	26 %
	126 Strike Team Pay - VFF	23,986.14	23,986.14	0.00	0.00	-23,986.14	*** %
	135 Payroll Tax - FICA	943.93	1,515.80	2,800.00	2,800.00	1,284.20	54 %
	140 Payroll Tax - Medicare	474.35	609.62	2,800.00	2,800.00	2,190.38	22 %
	155 Payroll Tax - SUI	119.27	119.27	3,918.00	3,918.00	3,798.73	3 %
	205 Insurance - Health	360.19	719.61	13,884.00	13,884.00	13,164.39	5 %
	210 Insurance - Dental	0.00	0.00	686.00	686.00	686.00	0 %
	215 Insurance - Vision	0.00	0.00	250.00	250.00	250.00	0 %
	225 Retirement - PERS expense	0.00	1,263.45	6,940.00	6,940.00	5,676.55	18 %
	305 Operations and maintenance	0.00	239.35	6,000.00	6,000.00	5,760.65	4 %
	310 Phone and fax expense	20.04	60.19	475.00	475.00	414.81	13 %
	315 Postage, shipping and freight	0.00	25.39	300.00	300.00	274.61	8 %
	320 Printing and reproduction	0.00	0.00	600.00	600.00	600.00	0 %
	325 Professional svcs - Accounting	331.20	331.20	5,800.00	5,800.00	5,468.80	6 %
	326 Professional svcs - Engineering	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	327 Professional svcs - Legal (General)	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
	328 Insurance - prop and liability	0.00	21,857.41	13,000.00	13,000.00	-8,857.41	168 %
	334 Maintenance Agreements	1,704.69	1,977.92	4,979.00	4,979.00	3,001.08	40 %
	335 Meals - Reimbursement	0.00	100.00	600.00	600.00	500.00	17 %
	340 Meetings and conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	345 Mileage expense reimbursement	0.54	3.14	500.00	500.00	496.86	1 %
	350 Repairs and maint - computers	133.50	267.00	4,500.00	4,500.00	4,233.00	6 %
	351 Repairs and maint - equip	0.00	796.41	10,000.00	10,000.00	9,203.59	8 %
	352 Repairs and maint - structures	37.95	37.95	5,000.00	5,000.00	4,962.05	1 %
	354 Repairs and maint - vehicles	1,073.56	1,537.42	10,000.00	10,000.00	8,462.58	15 %
	370 Dispatch services (Fire)	8,797.00	8,797.00	10,000.00	10,000.00	1,203.00	88 %
	375 Internet expenses	94.48	188.96	1,134.00	1,134.00	945.04	17 %
	376 Webpage- Upgrade/Maint	46.00	92.00	552.00	552.00	460.00	17 %
	380 Utilities - alarm service	0.00	0.00	120.00	120.00	120.00	0 %
	381 Utilities - electric	26.87	26.87	1,600.00	1,600.00	1,573.13	2 %
	382 Utilities - propane	0.00	0.00	500.00	500.00	500.00	0 %
	385 Dues and subscriptions	0.00	2,470.00	6,272.00	6,272.00	3,802.00	39 %
	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	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	1,483.11	1,483.11	2,250.00	2,250.00	766.89	66 %
	395 Community Outreach	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	405 Software	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	410 Office Supplies	52.64	52.64	2,000.00	2,000.00	1,947.36	3 %
	450 EMS supplies	0.00	27.67	10,000.00	10,000.00	9,972.33	0 %
	455 Fire Safety Gear & Equipment	617.91	617.91	3,500.00	3,500.00	2,882.09	18 %
	456 VFF Assistance Grant	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
	460 Fire equipment	0.00	6,009.43	0.00	0.00	-6,009.43	*** %
	465 Cell phones, radios and pagers	54.30	108.60	1,171.00	1,171.00	1,062.40	9 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
470	Communication equipment	0.00	431.70	5,000.00	5,000.00	4,568.30	9 %
475	Computer supplies and upgrades	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
485	Fuel expense	373.66	373.66	6,000.00	6,000.00	5,626.34	6 %
490	Small tools and equipment	0.00	1,385.02	2,500.00	2,500.00	1,114.98	55 %
495	Uniform expense	588.71	1,644.07	3,000.00	3,000.00	1,355.93	55 %
503	Weed Abatement Costs	0.00	0.00	9,000.00	9,000.00	9,000.00	0 %
505	Fire Training Grounds	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
510	Fire station addition	0.00	474.36	5,000.00	5,000.00	4,525.64	9 %
710	County hazmat dues	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
715	Licenses, permits and fees	354.58	354.58	1,000.00	1,000.00	645.42	35 %
960	Property tax expense	0.00	0.00	220.00	220.00	220.00	0 %
	Account Total:	57,395.22	121,865.42	447,791.00	447,791.00	325,925.58	27 %
	Account Group Total:	57,395.22	121,865.42	447,791.00	447,791.00	325,925.58	27 %
	Fund Total:	57,395.22	121,865.42	447,791.00	447,791.00	325,925.58	27 %
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	838.19	1,667.52	12,849.00	12,849.00	11,181.48	13 %
111	BOD Stipend	8.00	8.00	120.00	120.00	112.00	7 %
115	Payroll Expenses	9.39	22.64	180.00	180.00	157.36	13 %
120	Workers' Compensation	0.00	364.64	100.00	100.00	-264.64	365 %
135	Payroll Tax - FICA	5.13	5.13	163.00	163.00	157.87	3 %
140	Payroll Tax - Medicare	12.15	23.94	163.00	163.00	139.06	15 %
155	Payroll Tax - SUI	1.92	1.92	91.00	91.00	89.08	2 %
205	Insurance - Health	94.50	189.08	1,638.00	1,638.00	1,448.92	12 %
210	Insurance - Dental	0.00	0.00	65.00	65.00	65.00	0 %
215	Insurance - Vision	0.00	0.00	24.00	24.00	24.00	0 %
225	Retirement - PERS expense	0.00	783.15	1,108.00	1,108.00	324.85	71 %
305	Operations and maintenance	0.00	0.90	2,000.00	2,000.00	1,999.10	0 %
315	Postage, shipping and freight	0.00	1.67	0.00	0.00	-1.67	*** %
320	Printing and reproduction	0.00	0.00	200.00	200.00	200.00	0 %
325	Professional svcs - Accounting	28.80	28.80	508.00	508.00	479.20	6 %
326	Professional svcs - Engineering	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
327	Professional svcs - Legal (General)	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
328	Insurance - prop and liability	0.00	850.06	500.00	500.00	-350.06	170 %
330	Contract labor	0.00	0.00	23,000.00	23,000.00	23,000.00	0 %
331	Professional Services - Legal	0.00	0.00	200.00	200.00	200.00	0 %
334	Maintenance Agreements	165.68	192.38	320.00	320.00	127.62	60 %
340	Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage expense reimbursement	7.77	14.62	150.00	150.00	135.38	10 %
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0 %
350	Repairs and maint - computers	0.00	0.00	250.00	250.00	250.00	0 %
351	Repairs and maint - equip	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
352	Repairs and maint - structures	3.30	3.30	0.00	0.00	-3.30	*** %
353	Repairs & Maint- Infrastructure	0.00	124.32	10,000.00	10,000.00	9,875.68	1 %
354	Repairs and maint - vehicles	58.62	58.62	0.00	0.00	-58.62	*** %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	376 Webpage- Upgrade/Maint	4.00	8.00	48.00	48.00	40.00	17 %
	381 Utilities - electric	88.19	1,174.02	0.00	0.00	-1,174.02	*** %
	382 Utilities - propane	0.00	0.00	100.00	100.00	100.00	0 %
	384 Utilities - Water/Sewer	0.00	1,520.53	0.00	0.00	-1,520.53	*** %
	385 Dues and subscriptions	0.00	0.00	132.00	132.00	132.00	0 %
	386 Education and training	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	393 Advertising and public notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	394 LAFCO Allocations	247.19	247.19	375.00	375.00	127.81	66 %
	410 Office Supplies	14.77	14.77	125.00	125.00	110.23	12 %
	465 Cell phones, radios and pagers	5.64	11.28	143.00	143.00	131.72	8 %
	475 Computer supplies and upgrades	0.00	0.00	50.00	50.00	50.00	0 %
	485 Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
	490 Small tools and equipment	0.00	536.20	1,000.00	1,000.00	463.80	54 %
	495 Uniform expense	2.73	5.46	200.00	200.00	194.54	3 %
	500 Capital Outlay	0.00	2,239.50	0.00	2,239.50	0.00	100 %
	715 Licenses, permits and fees	0.00	0.00	50.00	50.00	50.00	0 %
	Account Total:	1,595.97	10,097.64	67,502.00	69,741.50	59,643.86	14 %
	Account Group Total:	1,595.97	10,097.64	67,502.00	69,741.50	59,643.86	14 %
	Fund Total:	1,595.97	10,097.64	67,502.00	69,741.50	59,643.86	14 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	14,610.97	29,402.54	214,800.00	214,800.00	185,397.46	14 %
	109 Stand-by Hours	479.50	1,746.25	7,500.00	7,500.00	5,753.75	23 %
	111 BOD Stipend	144.00	144.00	2,100.00	2,100.00	1,956.00	7 %
	115 Payroll Expenses	164.59	396.41	3,420.00	3,420.00	3,023.59	12 %
	120 Workers' Compensation	0.00	7,874.01	8,000.00	8,000.00	125.99	98 %
	135 Payroll Tax - FICA	93.60	93.60	3,052.00	3,052.00	2,958.40	3 %
	140 Payroll Tax - Medicare	219.46	448.61	3,052.00	3,052.00	2,603.39	15 %
	155 Payroll Tax - SUI	35.02	35.02	2,140.00	2,140.00	2,104.98	2 %
	160 Payroll Tax - ETT	0.00	0.00	4,056.00	4,056.00	4,056.00	0 %
	205 Insurance - Health	1,817.80	3,636.35	32,844.00	32,844.00	29,207.65	11 %
	206 Insurance - CalPers Health Retiree	114.85	229.75	0.00	0.00	-229.75	*** %
	210 Insurance - Dental	0.00	0.00	1,526.00	1,526.00	1,526.00	0 %
	215 Insurance - Vision	0.00	0.00	557.00	557.00	557.00	0 %
	225 Retirement - PERS expense	0.00	7,815.90	15,833.00	15,833.00	8,017.10	49 %
	305 Operations and maintenance	33.24	240.18	8,000.00	8,000.00	7,759.82	3 %
	310 Phone and fax expense	71.04	157.68	1,138.00	1,138.00	980.32	14 %
	315 Postage, shipping and freight	345.44	376.77	4,000.00	4,000.00	3,623.23	9 %
	320 Printing and reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	325 Professional svcs - Accounting	504.00	504.00	8,897.00	8,897.00	8,393.00	6 %
	326 Professional svcs - Engineering	0.00	0.00	12,000.00	12,000.00	12,000.00	0 %
	327 Professional svcs - Legal (General)	0.00	0.00	29,750.00	29,750.00	29,750.00	0 %
	328 Insurance - prop and liability	0.00	11,823.31	12,000.00	12,000.00	176.69	99 %
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
	330 Contract labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
331	Professional Services - Legal	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
334	Maintenance Agreements	2,592.03	2,903.14	13,161.00	13,161.00	10,257.86	22 %
335	Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and conferences	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
345	Mileage expense reimbursement	73.23	158.53	1,000.00	1,000.00	841.47	16 %
348	Safety Equipment and Supplies	0.00	103.04	1,000.00	1,000.00	896.96	10 %
349	Repairs & Maintenance Mission Gardens	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
350	Repairs and maint - computers	0.00	66.75	1,500.00	1,500.00	1,433.25	4 %
351	Repairs and maint - equip	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
352	Repairs and maint - structures	57.75	57.75	1,500.00	1,500.00	1,442.25	4 %
353	Repairs & Maint- Infrastructure	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
354	Repairs and maint - vehicles	527.50	549.13	2,000.00	2,000.00	1,450.87	27 %
355	Testing & Supplies (WWTP)	0.00	437.00	12,000.00	12,000.00	11,563.00	4 %
375	Internet expenses	110.23	355.43	1,863.00	1,863.00	1,507.57	19 %
376	Webpage- Upgrade/Maint	70.00	140.00	840.00	840.00	700.00	17 %
379	Utilities Electric Mission Gardens	87.52	87.52	5,000.00	5,000.00	4,912.48	2 %
380	Utilities - alarm service	0.00	107.60	620.00	620.00	512.40	17 %
381	Utilities - electric	6,607.58	6,607.58	50,000.00	50,000.00	43,392.42	13 %
382	Utilities - propane	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
383	Utilities - trash	51.99	103.98	700.00	700.00	596.02	15 %
384	Utilities - Water/Sewer	0.00	48.10	0.00	0.00	-48.10	*** %
385	Dues and subscriptions	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
386	Education and training	0.00	-895.00	5,000.00	5,000.00	5,895.00	-18 %
393	Advertising and public notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
394	LAFCO Allocations	1,483.11	1,483.11	2,250.00	2,250.00	766.89	66 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
396	Utilities SoCalGas	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
410	Office Supplies	171.79	171.79	1,125.00	1,125.00	953.21	15 %
459	Scada - Maintenance Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
465	Cell phones, radios and pagers	121.26	242.52	1,530.00	1,530.00	1,287.48	16 %
475	Computer supplies and upgrades	0.00	0.00	2,450.00	2,450.00	2,450.00	0 %
485	Fuel expense	239.00	239.00	5,000.00	5,000.00	4,761.00	5 %
490	Small tools and equipment	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
495	Uniform expense	65.61	209.31	1,800.00	1,800.00	1,590.69	12 %
500	Capital Outlay	0.00	2,239.50	0.00	2,239.50	0.00	100 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
582	WWTP Plant Maintenance	4,041.79	6,487.62	50,000.00	50,000.00	43,512.38	13 %
585	Sludge Removal Project	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
587	WWTF Final Design/ Construction	0.00	0.00	250,000.00	250,000.00	250,000.00	0 %
705	Waste Discharge Fees/Permits	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
715	Licenses, permits and fees	354.58	474.58	1,500.00	1,500.00	1,025.42	32 %
960	Property tax expense	0.00	0.00	150.00	150.00	150.00	0 %
970	WWTF Long Term maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
	Account Total:	35,288.48	87,302.36	991,854.00	994,093.50	906,791.14	9 %
	Account Group Total:	35,288.48	87,302.36	991,854.00	994,093.50	906,791.14	9 %
	Fund Total:	35,288.48	87,302.36	991,854.00	994,093.50	906,791.14	9 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
	105 Salaries and Wages	16,643.80	33,489.66	234,901.00	234,901.00	201,411.34	14 %
	109 Stand-by Hours	479.50	1,746.25	7,500.00	7,500.00	5,753.75	23 %
	111 BOD Stipend	152.00	152.00	2,280.00	2,280.00	2,128.00	7 %
	115 Payroll Expenses	178.69	430.39	3,420.00	3,420.00	2,989.61	13 %
	120 Workers' Compensation	0.00	8,992.09	6,050.00	6,050.00	-2,942.09	149 %
	135 Payroll Tax - FICA	106.28	106.28	3,403.00	3,403.00	3,296.72	3 %
	140 Payroll Tax - Medicare	249.08	507.84	3,403.00	3,403.00	2,895.16	15 %
	155 Payroll Tax - SUI	39.77	39.77	2,166.00	2,166.00	2,126.23	2 %
	160 Payroll Tax - ETT	0.00	0.00	3,967.00	3,967.00	3,967.00	0 %
	205 Insurance - Health	2,501.82	5,005.26	34,896.00	34,896.00	29,890.74	14 %
	206 Insurance - CalPers Health Retiree	114.85	229.75	0.00	0.00	-229.75	*** %
	210 Insurance - Dental	0.00	0.00	1,618.00	1,618.00	1,618.00	0 %
	215 Insurance - Vision	0.00	0.00	590.00	590.00	590.00	0 %
	225 Retirement - PERS expense	0.00	7,951.35	20,913.00	20,913.00	12,961.65	38 %
	305 Operations and maintenance	0.00	208.29	8,000.00	8,000.00	7,791.71	3 %
	310 Phone and fax expense	71.04	157.67	1,138.00	1,138.00	980.33	14 %
	315 Postage, shipping and freight	345.45	379.46	4,000.00	4,000.00	3,620.54	9 %
	320 Printing and reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	324 Professional Svcs- GSA-GSP	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	325 Professional svcs - Accounting	547.20	547.20	9,660.00	9,660.00	9,112.80	6 %
	326 Professional svcs - Engineering	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	327 Professional svcs - Legal (General)	0.00	0.00	32,300.00	32,300.00	32,300.00	0 %
	328 Insurance - prop and liability	0.00	18,891.58	20,000.00	20,000.00	1,108.42	94 %
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
	330 Contract labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	331 Professional Services - Legal	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
	332 Professional Services - Legal	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
	334 Maintenance Agreements	2,781.03	3,110.74	13,671.00	13,671.00	10,560.26	23 %
	335 Meals - Reimbursement	0.00	0.00	200.00	200.00	200.00	0 %
	340 Meetings and conferences	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	345 Mileage expense reimbursement	74.52	165.42	1,000.00	1,000.00	834.58	17 %
	348 Safety Equipment and Supplies	0.00	103.04	1,000.00	1,000.00	896.96	10 %
	350 Repairs and maint - computers	0.00	66.75	1,500.00	1,500.00	1,433.25	4 %
	351 Repairs and maint - equip	2,140.52	2,323.70	4,000.00	4,000.00	1,676.30	58 %
	352 Repairs and maint - structures	62.70	62.70	2,000.00	2,000.00	1,937.30	3 %
	353 Repairs & Maint- Infrastructure	43.57	645.28	50,000.00	50,000.00	49,354.72	1 %
	354 Repairs and maint - vehicles	527.50	549.13	2,000.00	2,000.00	1,450.87	27 %
	356 Testing & Supplies - Well #3 (Water)	100.00	100.00	3,500.00	3,500.00	3,400.00	3 %
	357 Testing & Supplies - Well #4 (Water)	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
	358 Testing & Supplies- SLT Well (Water)	234.00	368.00	6,000.00	6,000.00	5,632.00	6 %
	359 Testing & Supplies-Other	200.00	200.00	6,000.00	6,000.00	5,800.00	3 %
	362 Cross-Connection Control Svcs.	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	375 Internet expenses	110.23	220.46	1,863.00	1,863.00	1,642.54	12 %
	376 Webpage- Upgrade/Maint	76.00	152.00	912.00	912.00	760.00	17 %
	380 Utilities - alarm service	0.00	107.60	620.00	620.00	512.40	17 %
	381 Utilities - electric	4,465.58	4,465.58	50,000.00	50,000.00	45,534.42	9 %
	382 Utilities - propane	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	383 Utilities - trash	51.99	103.98	700.00	700.00	596.02	15 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	385 Dues and subscriptions	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	386 Education and training	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	393 Advertising and public notices	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	394 LAFCO Allocations	1,483.11	1,483.11	2,250.00	2,250.00	766.89	66 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	396 Utilities SoCalGas	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	410 Office Supplies	178.65	178.65	1,125.00	1,125.00	946.35	16 %
	459 Scada - Maintenance Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	465 Cell phones, radios and pagers	131.34	262.68	1,573.00	1,573.00	1,310.32	17 %
	475 Computer supplies and upgrades	0.00	115.15	2,450.00	2,450.00	2,334.85	5 %
	481 Chemicals- Well #3	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	482 Chemicals-Well #4	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	483 Chemicals-SLT Well	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	485 Fuel expense	239.00	239.00	4,000.00	4,000.00	3,761.00	6 %
	490 Small tools and equipment	573.26	573.26	6,000.00	6,000.00	5,426.74	10 %
	495 Uniform expense	65.61	209.31	1,800.00	1,800.00	1,590.69	12 %
	500 Capital Outlay	0.00	2,239.50	0.00	2,239.50	0.00	100 %
	520 Water Main Valves Replacement	1,210.86	1,210.86	10,000.00	10,000.00	8,789.14	12 %
	525 Water meter replacement	1,483.48	1,483.48	20,000.00	20,000.00	18,516.52	7 %
	526 Development Meters	585.23	585.23	15,000.00	15,000.00	14,414.77	4 %
	535 Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	582 WWTP Plant Maintenance	25.77	2,000.77	0.00	0.00	-2,000.77	*** %
	605 USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	715 Licenses, permits and fees	464.59	464.59	6,500.00	6,500.00	6,035.41	7 %
	930 Interest Fees	2,282.89	2,282.89	50,000.00	50,000.00	47,717.11	5 %
	940 Bank service charges	2.46	9.20	0.00	0.00	-9.20	*** %
	Account Total:	41,023.37	104,916.90	894,469.00	896,708.50	791,791.60	12 %
	Account Group Total:	41,023.37	104,916.90	894,469.00	896,708.50	791,791.60	12 %
	Fund Total:	41,023.37	104,916.90	894,469.00	896,708.50	791,791.60	12 %

60 SOLID WASTE DEPARTMENT

66000 SOLID WASTE

66000 SOLID WASTE

	105 Salaries and Wages	839.44	1,670.01	12,849.00	12,849.00	11,178.99	13 %
	111 BOD Stipend	8.00	8.00	120.00	120.00	112.00	7 %
	115 Payroll Expenses	9.39	22.64	180.00	180.00	157.36	13 %
	120 Workers' Compensation	0.00	364.64	100.00	100.00	-264.64	365 %
	135 Payroll Tax - FICA	5.18	5.18	163.00	163.00	157.82	3 %
	140 Payroll Tax - Medicare	12.23	24.10	163.00	163.00	138.90	15 %
	155 Payroll Tax - SUI	1.92	1.92	91.00	91.00	89.08	2 %
	205 Insurance - Health	99.10	198.28	1,638.00	1,638.00	1,439.72	12 %
	210 Insurance - Dental	0.00	0.00	65.00	65.00	65.00	0 %
	215 Insurance - Vision	0.00	0.00	24.00	24.00	24.00	0 %
	225 Retirement - PERS expense	0.00	783.15	1,108.00	1,108.00	324.85	71 %
	305 Operations and maintenance	0.00	0.90	2,000.00	2,000.00	1,999.10	0 %
	315 Postage, shipping and freight	0.00	1.67	500.00	500.00	498.33	0 %
	320 Printing and reproduction	0.00	0.00	500.00	500.00	500.00	0 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 20

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
325	Professional svcs - Accounting	28.80	28.80	508.00	508.00	479.20	6 %
327	Professional svcs - Legal (General)	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
328	Insurance - prop and liability	0.00	632.88	500.00	500.00	-132.88	127 %
331	Professional Services - Legal	0.00	0.00	200.00	200.00	200.00	0 %
334	Maintenance Agreements	165.68	192.38	320.00	320.00	127.62	60 %
340	Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
345	Mileage expense reimbursement	7.87	15.12	100.00	100.00	84.88	15 %
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0 %
352	Repairs and maint - structures	3.30	3.30	0.00	0.00	-3.30	*** %
354	Repairs and maint - vehicles	58.62	58.62	0.00	0.00	-58.62	*** %
376	Webpage- Upgrade/Maint	4.00	8.00	48.00	48.00	40.00	17 %
384	Utilities - Water/Sewer	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
385	Dues and subscriptions	0.00	0.00	132.00	132.00	132.00	0 %
386	Education and training	0.00	0.00	500.00	500.00	500.00	0 %
393	Advertising and public notices	0.00	0.00	500.00	500.00	500.00	0 %
394	LAFCO Allocations	247.19	247.19	375.00	375.00	127.81	66 %
395	Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
410	Office Supplies	14.77	14.77	125.00	125.00	110.23	12 %
465	Cell phones, radios and pagers	5.88	11.76	143.00	143.00	131.24	8 %
475	Computer supplies and upgrades	0.00	0.00	50.00	50.00	50.00	0 %
495	Uniform expense	2.73	5.46	200.00	200.00	194.54	3 %
500	Capital Outlay	0.00	2,239.50	0.00	2,239.50	0.00	100 %
	Account Total:	1,514.10	6,538.27	28,602.00	30,841.50	24,303.23	21 %
	Account Group Total:	1,514.10	6,538.27	28,602.00	30,841.50	24,303.23	21 %
	Fund Total:	1,514.10	6,538.27	28,602.00	30,841.50	24,303.23	21 %
	Grand Total:	136,817.14	330,720.59	2,430,218.00	2,439,176.00	2,108,455.41	14 %

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	5,093.40	23,783.19	449,097.00	425,313.81	5 %
30 STREET LIGHTING DEPARTMENT	11,623.74	18,366.96	124,439.00	106,072.04	15 %
40 WASTEWATER DEPARTMENT	108,133.37	336,888.76	1,266,633.00	929,744.24	27 %
50 WATER DEPARTMENT	102,984.38	333,831.19	895,101.00	561,269.81	37 %
60 SOLID WASTE DEPARTMENT	3,548.08	10,334.84	32,323.00	21,988.16	32 %
Grand Total:	231,382.97	723,204.94	2,767,593.00	2,044,388.06	26 %

20 FIRE PROTECTION DEPARTMENT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
62000	Fire						
62000	Fire						
105	Salaries and Wages	9,729.21	28,686.69	150,000.00	150,000.00	121,313.31	19 %
111	BOD Stipend	88.00	176.00	1,380.00	1,380.00	1,204.00	13 %
115	Payroll Expenses	320.37	1,014.82	1,800.00	1,800.00	785.18	56 %
120	Workers' Compensation	0.00	10,435.74	7,260.00	7,260.00	-3,175.74	144 %
121	Physicals	0.00	0.00	2,000.00	2,000.00	2,000.00	%
125	Volunteer firefighter stipends	3,870.30	15,575.20	45,000.00	45,000.00	29,424.80	35 %
126	Strike Team Pay - VFF	0.00	23,986.14	0.00	0.00	-23,986.14	%
135	Payroll Tax - FICA	381.69	1,897.49	2,800.00	2,800.00	902.51	68 %
140	Payroll Tax - Medicare	137.47	747.09	2,800.00	2,800.00	2,052.91	27 %
155	Payroll Tax - SUI	1.34	120.61	3,918.00	3,918.00	3,797.39	3 %
205	Insurance - Health	362.37	1,081.98	13,884.00	13,884.00	12,802.02	8 %
210	Insurance - Dental	0.00	0.00	686.00	686.00	686.00	%
215	Insurance - Vision	0.00	0.00	250.00	250.00	250.00	%
225	Retirement - PERS expense	0.00	1,263.45	6,940.00	6,940.00	5,676.55	18 %
305	Operations and maintenance	64.86	304.21	6,000.00	6,000.00	5,695.79	5 %
310	Phone and fax expense	40.16	100.35	475.00	475.00	374.65	21 %
315	Postage, shipping and freight	113.77	139.16	300.00	300.00	160.84	46 %
320	Printing and reproduction	0.00	0.00	600.00	600.00	600.00	%
325	Professional svcs - Accounting	1,401.85	1,733.05	5,800.00	5,800.00	4,066.95	30 %
326	Professional svcs - Engineering	0.00	0.00	4,000.00	4,000.00	4,000.00	%
327	Professional svcs - Legal (General)	2,414.53	2,414.53	8,000.00	8,000.00	5,585.47	30 %
328	Insurance - prop and liability	0.00	21,857.41	13,000.00	13,000.00	-8,857.41	168 %
334	Maintenance Agreements	253.08	2,231.00	4,979.00	4,979.00	2,748.00	45 %
335	Meals - Reimbursement	0.00	100.00	600.00	600.00	500.00	17 %
340	Meetings and conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	%
345	Mileage expense reimbursement	0.76	3.90	500.00	500.00	496.10	1 %
350	Repairs and maint - computers	204.70	471.70	4,500.00	4,500.00	4,028.30	10 %
351	Repairs and maint - equip	0.00	796.41	10,000.00	10,000.00	9,203.59	8 %
352	Repairs and maint - structures	0.00	37.95	5,000.00	5,000.00	4,962.05	1 %
354	Repairs and maint - vehicles	3,501.67	5,039.09	10,000.00	10,000.00	4,960.91	50 %
370	Dispatch services (Fire)	202.06	8,999.06	10,000.00	10,000.00	1,000.94	90 %
375	Internet expenses	94.48	283.44	1,134.00	1,134.00	850.56	25 %
376	Webpage- Upgrade/Maint	46.00	138.00	552.00	552.00	414.00	25 %
380	Utilities - alarm service	0.00	0.00	120.00	120.00	120.00	%
381	Utilities - electric	113.33	140.20	1,600.00	1,600.00	1,459.80	9 %
382	Utilities - propane	0.00	0.00	500.00	500.00	500.00	%
385	Dues and subscriptions	260.00	2,730.00	6,272.00	6,272.00	3,542.00	44 %
386	Education and training	44.00	44.00	4,000.00	4,000.00	3,956.00	1 %
393	Advertising and public notices	0.00	0.00	500.00	500.00	500.00	%
394	LAFCO Allocations	0.00	1,483.11	2,250.00	2,250.00	766.89	66 %
395	Community Outreach	0.00	0.00	1,500.00	1,500.00	1,500.00	%
405	Software	0.00	0.00	3,000.00	3,000.00	3,000.00	%
410	Office Supplies	15.56	68.20	2,000.00	2,000.00	1,931.80	3 %
450	EMS supplies	0.00	27.67	10,000.00	10,000.00	9,972.33	%
455	Fire Safety Gear & Equipment	0.00	617.91	3,500.00	3,500.00	2,882.09	18 %
456	VFF Assistance Grant	0.00	0.00	40,000.00	40,000.00	40,000.00	%
460	Fire equipment	8,577.75	14,587.18	0.00	0.00	-14,587.18	%
465	Cell phones, radios and pagers	54.30	162.90	1,171.00	1,171.00	1,008.10	14 %
470	Communication equipment	0.00	431.70	5,000.00	5,000.00	4,568.30	9 %

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 9 / 20

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20 FIRE PROTECTION DEPARTMENT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
475	Computer supplies and upgrades	0.00	0.00	8,000.00	8,000.00	8,000.00	%
485	Fuel expense	424.64	798.30	6,000.00	6,000.00	5,201.70	13 %
490	Small tools and equipment	0.00	1,385.02	2,500.00	2,500.00	1,114.98	55 %
495	Uniform expense	223.76	1,867.83	3,000.00	3,000.00	1,132.17	62 %
503	Weed Abatement Costs	0.00	0.00	9,000.00	9,000.00	9,000.00	%
505	Fire Training Grounds	0.00	0.00	2,500.00	2,500.00	2,500.00	%
510	Fire station addition	0.00	474.36	5,000.00	5,000.00	4,525.64	9 %
710	County hazmat dues	0.00	0.00	4,000.00	4,000.00	4,000.00	%
715	Licenses, permits and fees	225.00	579.58	1,000.00	1,000.00	420.42	58 %
960	Property tax expense	0.00	0.00	220.00	220.00	220.00	%
	Account Total:	33,167.01	155,032.43	447,791.00	447,791.00	292,758.57	35 %
	Account Group Total:	33,167.01	155,032.43	447,791.00	447,791.00	292,758.57	35 %
	Fund Total:	33,167.01	155,032.43	447,791.00	447,791.00	292,758.57	35 %

30 STREET LIGHTING DEPARTMENT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
63000	Lighting						
63000	Lighting						
105	Salaries and Wages	851.60	2,519.12	12,849.00	12,849.00	10,329.88	20 %
111	BOD Stipend	8.00	16.00	120.00	120.00	104.00	13 %
115	Payroll Expenses	9.29	31.93	180.00	180.00	148.07	18 %
120	Workers' Compensation	0.00	364.64	100.00	100.00	-264.64	365 %
135	Payroll Tax - FICA	0.47	5.60	163.00	163.00	157.40	3 %
140	Payroll Tax - Medicare	12.29	36.23	163.00	163.00	126.77	22 %
155	Payroll Tax - SUI	0.12	2.04	91.00	91.00	88.96	2 %
205	Insurance - Health	95.37	284.45	1,638.00	1,638.00	1,353.55	17 %
210	Insurance - Dental	0.00	0.00	65.00	65.00	65.00	%
215	Insurance - Vision	0.00	0.00	24.00	24.00	24.00	%
225	Retirement - PERS expense	0.00	783.15	1,108.00	1,108.00	324.85	71 %
305	Operations and maintenance	152.80	153.70	2,000.00	2,000.00	1,846.30	8 %
315	Postage, shipping and freight	2.50	4.17	0.00	0.00	-4.17	%
320	Printing and reproduction	0.00	0.00	200.00	200.00	200.00	%
325	Professional svcs - Accounting	121.90	150.70	508.00	508.00	357.30	30 %
326	Professional svcs - Engineering	0.00	0.00	5,000.00	5,000.00	5,000.00	%
327	Professional svcs - Legal (General)	309.16	309.16	1,700.00	1,700.00	1,390.84	18 %
328	Insurance - prop and liability	0.00	850.06	500.00	500.00	-350.06	170 %
330	Contract labor	0.00	0.00	23,000.00	23,000.00	23,000.00	%
331	Professional Services - Legal (SLOCEA)	0.00	0.00	200.00	200.00	200.00	%
334	Maintenance Agreements	17.80	210.18	320.00	320.00	109.82	66 %
340	Meetings and conferences	0.00	0.00	350.00	350.00	350.00	%
345	Mileage expense reimbursement	14.72	29.34	150.00	150.00	120.66	20 %
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	%
350	Repairs and maint - computers	0.00	0.00	250.00	250.00	250.00	%
351	Repairs and maint - equip	0.00	0.00	2,000.00	2,000.00	2,000.00	%
352	Repairs and maint - structures	0.00	3.30	0.00	0.00	-3.30	%
353	Repairs & Maint- Infrastructure	122.91	247.23	10,000.00	10,000.00	9,752.77	2 %
354	Repairs and maint - vehicles	0.00	58.62	0.00	0.00	-58.62	%
376	Webpage- Upgrade/Maint	4.00	12.00	48.00	48.00	36.00	25 %
381	Utilities - electric	2,369.77	3,543.79	0.00	0.00	-3,543.79	%
382	Utilities - propane	0.00	0.00	100.00	100.00	100.00	%
384	Utilities - Water/Sewer	1,792.58	3,313.11	0.00	0.00	-3,313.11	%
385	Dues and subscriptions	0.00	0.00	132.00	132.00	132.00	%
386	Education and training	0.00	0.00	1,000.00	1,000.00	1,000.00	%
393	Advertising and public notices	0.00	0.00	1,000.00	1,000.00	1,000.00	%
394	LAFCO Allocations	0.00	247.19	375.00	375.00	127.81	66 %
410	Office Supplies	1.35	16.12	125.00	125.00	108.88	13 %
465	Cell phones, radios and pagers	5.00	16.28	143.00	143.00	126.72	11 %
475	Computer supplies and upgrades	0.00	0.00	50.00	50.00	50.00	%
485	Fuel expense	0.00	0.00	100.00	100.00	100.00	%
490	Small tools and equipment	0.00	536.20	1,000.00	1,000.00	463.80	54 %
495	Uniform expense	7.98	13.44	200.00	200.00	186.56	7 %
500	Capital Outlay	0.00	2,239.50	0.00	2,239.50	0.00	100 %
715	Licenses, permits and fees	0.00	0.00	50.00	50.00	50.00	%
	Account Total:	5,899.61	15,997.25	67,502.00	69,741.50	53,744.25	23 %
	Account Group Total:	5,899.61	15,997.25	67,502.00	69,741.50	53,744.25	23 %

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 9 / 20

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30 STREET LIGHTING DEPARTMENT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
	Fund Total:	5,899.61	15,997.25	67,502.00	69,741.50	53,744.25	23 %

40 WASTEWATER DEPARTMENT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
64000	Sanitary						
64000	Sanitary						
105	Salaries and Wages	15,048.14	44,450.68	214,800.00	214,800.00	170,349.32	21 %
109	Stand-by Hours	487.00	2,233.25	7,500.00	7,500.00	5,266.75	30 %
111	BOD Stipend	144.00	288.00	2,100.00	2,100.00	1,812.00	14 %
115	Payroll Expenses	162.52	558.93	3,420.00	3,420.00	2,861.07	16 %
120	Workers' Compensation	0.00	7,874.01	8,000.00	8,000.00	125.99	98 %
135	Payroll Tax - FICA	8.55	102.15	3,052.00	3,052.00	2,949.85	3 %
140	Payroll Tax - Medicare	224.01	672.62	3,052.00	3,052.00	2,379.38	22 %
155	Payroll Tax - SUI	2.14	37.16	2,140.00	2,140.00	2,102.84	2 %
160	Payroll Tax - ETT	0.00	0.00	4,056.00	4,056.00	4,056.00	%
205	Insurance - Health	1,835.25	5,471.60	32,844.00	32,844.00	27,372.40	17 %
206	Insurance - CalPers Health Retiree	114.84	344.59	0.00	0.00	-344.59	%
210	Insurance - Dental	0.00	0.00	1,526.00	1,526.00	1,526.00	%
215	Insurance - Vision	0.00	0.00	557.00	557.00	557.00	%
225	Retirement - PERS expense	0.00	7,815.90	15,833.00	15,833.00	8,017.10	49 %
305	Operations and maintenance	352.64	592.82	8,000.00	8,000.00	7,407.18	7 %
310	Phone and fax expense	86.65	244.33	1,138.00	1,138.00	893.67	21 %
315	Postage, shipping and freight	347.29	724.06	4,000.00	4,000.00	3,275.94	18 %
320	Printing and reproduction	14.59	14.59	1,000.00	1,000.00	985.41	1 %
325	Professional svcs - Accounting	2,133.25	2,637.25	8,897.00	8,897.00	6,259.75	30 %
326	Professional svcs - Engineering	11,145.00	11,145.00	12,000.00	12,000.00	855.00	93 %
327	Professional svcs - Legal (General)	4,534.15	4,534.15	29,750.00	29,750.00	25,215.85	15 %
328	Insurance - prop and liability	0.00	11,823.31	12,000.00	12,000.00	176.69	99 %
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	%
330	Contract labor	0.00	0.00	5,000.00	5,000.00	5,000.00	%
331	Professional Services - Legal (SLOCEA)	0.00	0.00	4,800.00	4,800.00	4,800.00	%
334	Maintenance Agreements	709.00	3,612.14	13,161.00	13,161.00	9,548.86	27 %
335	Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	%
340	Meetings and conferences	0.00	0.00	5,000.00	5,000.00	5,000.00	%
345	Mileage expense reimbursement	139.42	297.95	1,000.00	1,000.00	702.05	30 %
348	Safety Equipment and Supplies	368.72	471.76	1,000.00	1,000.00	528.24	47 %
349	Repairs & Maintenance Mission Gardens	0.00	0.00	10,000.00	10,000.00	10,000.00	%
350	Repairs and maint - computers	0.00	66.75	1,500.00	1,500.00	1,433.25	4 %
351	Repairs and maint - equip	84.03	84.03	10,000.00	10,000.00	9,915.97	1 %
352	Repairs and maint - structures	0.00	57.75	1,500.00	1,500.00	1,442.25	4 %
353	Repairs & Maint- Infrastructure	0.00	0.00	5,000.00	5,000.00	5,000.00	%
354	Repairs and maint - vehicles	39.94	589.07	2,000.00	2,000.00	1,410.93	29 %
355	Testing & Supplies (WWTP)	0.00	437.00	12,000.00	12,000.00	11,563.00	4 %
375	Internet expenses	380.17	735.60	1,863.00	1,863.00	1,127.40	39 %
376	Webpage- Upgrade/Maint	70.00	210.00	840.00	840.00	630.00	25 %
379	Utilities Electric Mission Gardens	90.61	178.13	5,000.00	5,000.00	4,821.87	4 %
380	Utilities - alarm service	110.15	217.75	620.00	620.00	402.25	35 %
381	Utilities - electric	14,948.49	21,556.07	50,000.00	50,000.00	28,443.93	43 %
382	Utilities - propane	0.00	0.00	1,000.00	1,000.00	1,000.00	%
383	Utilities - trash	51.99	155.97	700.00	700.00	544.03	22 %
384	Utilities - Water/Sewer	104.14	152.24	0.00	0.00	-152.24	%
385	Dues and subscriptions	0.00	0.00	4,000.00	4,000.00	4,000.00	%
386	Education and training	0.00	-895.00	5,000.00	5,000.00	5,895.00	-18 %
393	Advertising and public notices	100.00	100.00	1,000.00	1,000.00	900.00	10 %
394	LAFCO Allocations	0.00	1,483.11	2,250.00	2,250.00	766.89	66 %

40 WASTEWATER DEPARTMENT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	%
396	Utilities SoCalGas	0.00	0.00	4,000.00	4,000.00	4,000.00	%
410	Office Supplies	23.68	195.47	1,125.00	1,125.00	929.53	17 %
459	Scada - Maintenance Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	%
465	Cell phones, radios and pagers	105.76	348.28	1,530.00	1,530.00	1,181.72	23 %
475	Computer supplies and upgrades	0.00	0.00	2,450.00	2,450.00	2,450.00	%
485	Fuel expense	2,242.60	2,481.60	5,000.00	5,000.00	2,518.40	50 %
490	Small tools and equipment	0.00	0.00	6,000.00	6,000.00	6,000.00	%
495	Uniform expense	191.54	400.85	1,800.00	1,800.00	1,399.15	22 %
500	Capital Outlay	0.00	2,239.50	0.00	2,239.50	0.00	100 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	%
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	%
581	WWTP Expansion	2,001.40	2,001.40	0.00	0.00	-2,001.40	%
582	WWTP Plant Maintenance	112.00	6,599.62	50,000.00	50,000.00	43,400.38	13 %
585	Sludge Removal Project	2,419.40	2,419.40	10,000.00	10,000.00	7,580.60	24 %
587	WWTF Final Design/ Construction	25,391.25	25,391.25	250,000.00	250,000.00	224,608.75	10 %
705	Waste Discharge Fees/Permits	0.00	0.00	25,000.00	25,000.00	25,000.00	%
715	Licenses, permits and fees	0.00	474.58	1,500.00	1,500.00	1,025.42	32 %
960	Property tax expense	0.00	0.00	150.00	150.00	150.00	%
970	WWTF Long Term maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Account Total:	86,324.31	173,626.67	991,854.00	994,093.50	820,466.83	17 %
	Account Group Total:	86,324.31	173,626.67	991,854.00	994,093.50	820,466.83	17 %
	Fund Total:	86,324.31	173,626.67	991,854.00	994,093.50	820,466.83	17 %

50 WATER DEPARTMENT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
65000	Water						
65000	Water						
105	Salaries and Wages	17,603.70	51,093.36	234,901.00	234,901.00	183,807.64	22 %
109	Stand-by Hours	487.00	2,233.25	7,500.00	7,500.00	5,266.75	30 %
111	BOD Stipend	152.00	304.00	2,280.00	2,280.00	1,976.00	13 %
115	Payroll Expenses	176.44	606.83	3,420.00	3,420.00	2,813.17	18 %
120	Workers' Compensation	0.00	8,992.09	6,050.00	6,050.00	-2,942.09	149 %
135	Payroll Tax - FICA	9.94	116.22	3,403.00	3,403.00	3,286.78	3 %
140	Payroll Tax - Medicare	261.35	769.19	3,403.00	3,403.00	2,633.81	23 %
155	Payroll Tax - SUI	2.48	42.25	2,166.00	2,166.00	2,123.75	2 %
160	Payroll Tax - ETT	0.00	0.00	3,967.00	3,967.00	3,967.00	%
205	Insurance - Health	2,524.50	7,529.76	34,896.00	34,896.00	27,366.24	22 %
206	Insurance - CalPers Health Retiree	114.86	344.61	0.00	0.00	-344.61	%
210	Insurance - Dental	0.00	0.00	1,618.00	1,618.00	1,618.00	%
215	Insurance - Vision	0.00	0.00	590.00	590.00	590.00	%
225	Retirement - PERS expense	0.00	7,951.35	20,913.00	20,913.00	12,961.65	38 %
305	Operations and maintenance	272.55	480.84	8,000.00	8,000.00	7,519.16	6 %
310	Phone and fax expense	86.63	244.30	1,138.00	1,138.00	893.70	21 %
315	Postage, shipping and freight	351.05	730.51	4,000.00	4,000.00	3,269.49	18 %
320	Printing and reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	%
324	Professional Svcs- GSA-GSP	0.00	0.00	20,000.00	20,000.00	20,000.00	%
325	Professional svcs - Accounting	2,316.10	2,863.30	9,660.00	9,660.00	6,796.70	30 %
326	Professional svcs - Engineering	17,712.50	17,712.50	20,000.00	20,000.00	2,287.50	89 %
327	Professional svcs - Legal (General)	6,089.56	6,089.56	32,300.00	32,300.00	26,210.44	19 %
328	Insurance - prop and liability	0.00	18,891.58	20,000.00	20,000.00	1,108.42	94 %
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	%
330	Contract labor	0.00	0.00	5,000.00	5,000.00	5,000.00	%
331	Professional Services - Legal (SLOCEA)	0.00	0.00	4,800.00	4,800.00	4,800.00	%
332	Professional Services - Legal	12,229.60	12,229.60	100,000.00	100,000.00	87,770.40	12 %
334	Maintenance Agreements	1,370.70	4,481.44	13,671.00	13,671.00	9,189.56	33 %
335	Meals - Reimbursement	0.00	0.00	200.00	200.00	200.00	%
340	Meetings and conferences	0.00	0.00	5,000.00	5,000.00	5,000.00	%
345	Mileage expense reimbursement	192.90	358.32	1,000.00	1,000.00	641.68	36 %
348	Safety Equipment and Supplies	368.72	471.76	1,000.00	1,000.00	528.24	47 %
350	Repairs and maint - computers	0.00	66.75	1,500.00	1,500.00	1,433.25	4 %
351	Repairs and maint - equip	219.69	2,543.39	4,000.00	4,000.00	1,456.61	64 %
352	Repairs and maint - structures	0.00	62.70	2,000.00	2,000.00	1,937.30	3 %
353	Repairs & Maint- Infrastructure	3,178.45	3,823.73	50,000.00	50,000.00	46,176.27	8 %
354	Repairs and maint - vehicles	39.93	589.06	2,000.00	2,000.00	1,410.94	29 %
356	Testing & Supplies - Well #3 (Water)	111.00	211.00	3,500.00	3,500.00	3,289.00	6 %
357	Testing & Supplies - Well #4 (Water)	111.00	111.00	3,500.00	3,500.00	3,389.00	3 %
358	Testing & Supplies- SLT Well (Water)	536.00	904.00	6,000.00	6,000.00	5,096.00	15 %
359	Testing & Supplies-Other	125.00	325.00	6,000.00	6,000.00	5,675.00	5 %
362	Cross-Connection Control Svcs.	103.70	103.70	1,000.00	1,000.00	896.30	10 %
375	Internet expenses	110.23	330.69	1,863.00	1,863.00	1,532.31	18 %
376	Webpage- Upgrade/Maint	76.00	228.00	912.00	912.00	684.00	25 %
380	Utilities - alarm service	110.15	217.75	620.00	620.00	402.25	35 %
381	Utilities - electric	10,077.14	14,542.72	50,000.00	50,000.00	35,457.28	29 %
382	Utilities - propane	0.00	0.00	1,000.00	1,000.00	1,000.00	%
383	Utilities - trash	51.99	155.97	700.00	700.00	544.03	22 %
385	Dues and subscriptions	0.00	0.00	4,000.00	4,000.00	4,000.00	%

50 WATER DEPARTMENT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
386	Education and training	0.00	0.00	5,000.00	5,000.00	5,000.00	%
393	Advertising and public notices	100.00	100.00	2,000.00	2,000.00	1,900.00	5 %
394	LAFCO Allocations	0.00	1,483.11	2,250.00	2,250.00	766.89	66 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	%
396	Utilities SoCalGas	0.00	0.00	4,000.00	4,000.00	4,000.00	%
410	Office Supplies	25.72	204.37	1,125.00	1,125.00	920.63	18 %
459	Scada - Maintenance Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	%
465	Cell phones, radios and pagers	115.84	378.52	1,573.00	1,573.00	1,194.48	24 %
475	Computer supplies and upgrades	0.00	115.15	2,450.00	2,450.00	2,334.85	5 %
481	Chemicals- Well #3	0.00	0.00	4,000.00	4,000.00	4,000.00	%
482	Chemicals-Well #4	0.00	0.00	4,000.00	4,000.00	4,000.00	%
483	Chemicals-SLT Well	0.00	0.00	2,000.00	2,000.00	2,000.00	%
485	Fuel expense	117.91	356.91	4,000.00	4,000.00	3,643.09	9 %
490	Small tools and equipment	0.00	573.26	6,000.00	6,000.00	5,426.74	10 %
495	Uniform expense	191.54	400.85	1,800.00	1,800.00	1,399.15	22 %
500	Capital Outlay	0.00	2,239.50	0.00	2,239.50	0.00	100 %
520	Water Main Valves Replacement	0.00	1,210.86	10,000.00	10,000.00	8,789.14	12 %
525	Water meter replacement	3,869.39	5,352.87	20,000.00	20,000.00	14,647.13	27 %
526	Development Meters	0.00	585.23	15,000.00	15,000.00	14,414.77	4 %
535	Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	%
582	WWTP Plant Maintenance	0.00	2,000.77	0.00	0.00	-2,000.77	%
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	%
715	Licenses, permits and fees	0.00	464.59	6,500.00	6,500.00	6,035.41	7 %
930	Interest Fees	0.00	2,282.89	50,000.00	50,000.00	47,717.11	5 %
940	Bank service charges	988.20	997.40	0.00	0.00	-997.40	%
	Account Total:	82,581.46	187,498.36	894,469.00	896,708.50	709,210.14	21 %
	Account Group Total:	82,581.46	187,498.36	894,469.00	896,708.50	709,210.14	21 %
	Fund Total:	82,581.46	187,498.36	894,469.00	896,708.50	709,210.14	21 %

60 SOLID WASTE DEPARTMENT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed	
66000	SOLID WASTE							
66000	SOLID WASTE							
105	Salaries and Wages	866.29	2,536.30	12,849.00	12,849.00	10,312.70	20 %	
111	BOD Stipend	8.00	16.00	120.00	120.00	104.00	13 %	
115	Payroll Expenses	9.29	31.93	180.00	180.00	148.07	18 %	
120	Workers' Compensation	0.00	364.64	100.00	100.00	-264.64	365 %	
135	Payroll Tax - FICA	0.47	5.65	163.00	163.00	157.35	3 %	
140	Payroll Tax - Medicare	12.55	36.65	163.00	163.00	126.35	22 %	
155	Payroll Tax - SUI	0.12	2.04	91.00	91.00	88.96	2 %	
205	Insurance - Health	99.54	297.82	1,638.00	1,638.00	1,340.18	18 %	
206	Insurance - CalPers Health Retiree	0.02	0.02	0.00	0.00	-0.02	%	
210	Insurance - Dental	0.00	0.00	65.00	65.00	65.00	%	
215	Insurance - Vision	0.00	0.00	24.00	24.00	24.00	%	
225	Retirement - PERS expense	0.00	783.15	1,108.00	1,108.00	324.85	71 %	
305	Operations and maintenance	152.80	153.70	2,000.00	2,000.00	1,846.30	8 %	
315	Postage, shipping and freight	2.50	4.17	500.00	500.00	495.83	1 %	
320	Printing and reproduction	0.00	0.00	500.00	500.00	500.00	%	
325	Professional svcs - Accounting	121.90	150.70	508.00	508.00	357.30	30 %	
327	Professional svcs - Legal (General)	309.16	309.16	1,700.00	1,700.00	1,390.84	18 %	
328	Insurance - prop and liability	0.00	632.88	500.00	500.00	-132.88	127 %	
331	Professional Services - Legal (SLOCEA)	0.00	0.00	200.00	200.00	200.00	%	
334	Maintenance Agreements	17.80	210.18	320.00	320.00	109.82	66 %	
340	Meetings and conferences	0.00	0.00	200.00	200.00	200.00	%	
345	Mileage expense reimbursement	14.82	29.94	100.00	100.00	70.06	30 %	
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	%	
352	Repairs and maint - structures	0.00	3.30	0.00	0.00	-3.30	%	
354	Repairs and maint - vehicles	0.00	58.62	0.00	0.00	-58.62	%	
376	Webpage- Upgrade/Maint	4.00	12.00	48.00	48.00	36.00	25 %	
384	Utilities - Water/Sewer	0.00	0.00	2,000.00	2,000.00	2,000.00	%	
385	Dues and subscriptions	0.00	0.00	132.00	132.00	132.00	%	
386	Education and training	0.00	0.00	500.00	500.00	500.00	%	
393	Advertising and public notices	0.00	0.00	500.00	500.00	500.00	%	
394	LAFCO Allocations	0.00	247.19	375.00	375.00	127.81	66 %	
395	Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	%	
410	Office Supplies	1.35	16.12	125.00	125.00	108.88	13 %	
465	Cell phones, radios and pagers	5.22	16.98	143.00	143.00	126.02	12 %	
475	Computer supplies and upgrades	0.00	0.00	50.00	50.00	50.00	%	
495	Uniform expense	7.98	13.44	200.00	200.00	186.56	7 %	
500	Capital Outlay	0.00	2,239.50	0.00	2,239.50	0.00	100 %	
	Account Total:	1,633.81	8,172.08	28,602.00	30,841.50	22,669.42	26 %	
	Account Group Total:	1,633.81	8,172.08	28,602.00	30,841.50	22,669.42	26 %	
	Fund Total:	1,633.81	8,172.08	28,602.00	30,841.50	22,669.42	26 %	
	Grand Total:	209,606.20	0.00	540,326.79	2,430,218.00	2,439,176.00	1,898,849.21	22 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 8/20

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	332,511.35	3,592.12	0.00	6,938.04	53,083.60	276,081.83
10250 Pac Premier - Payroll	2,537.30	6,938.04	35,120.48	40,633.75	2,132.93	1,829.14
10340 Pac Premier Operational Reserve	188,026.20	23.89	0.00	0.00	0.00	188,050.09
10350 Pac Premier- Capital Reserve	265,942.76	43.45	0.00	0.00	0.00	265,986.21
Total Fund	789,017.61	10,597.50	35,120.48	47,571.79	55,216.53	731,947.27
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	88,311.50	855.53	0.00	9.40	1,873.21	87,284.42
10250 Pac Premier - Payroll	280.38	9.40	1,089.69	762.05	417.20	200.22
10340 Pac Premier Operational Reserve	150,029.46	19.06	0.00	0.00	0.00	150,048.52
10350 Pac Premier- Capital Reserve	170,253.12	27.81	0.00	0.00	0.00	170,280.93
10460 Cantella & Co. Investment Acct.	159,439.06	1,292.50	0.00	122.15	0.00	160,609.41
Total Fund	568,313.52	2,204.30	1,089.69	893.60	2,290.41	568,423.50
40 WASTEWATER DEPARTMENT						
10200 Operating Cash - Premier	164,572.05	79,288.41	1,172.08	254.35	40,659.05	204,119.14
10250 Pac Premier - Payroll	8,254.52	164.58	19,830.44	13,860.83	7,017.62	7,371.09
10260 Pac Western Bank --Long Term	100,011.96	2.55	0.00	0.00	0.00	100,014.51
10340 Pac Premier Operational Reserve	180,034.80	22.87	0.00	0.00	0.00	180,057.67
10350 Pac Premier- Capital Reserve	648,296.85	105.91	0.00	0.00	0.00	648,402.76
Total Fund	1,101,170.18	79,584.32	21,002.52	14,115.18	47,676.67	1,139,965.17
50 WATER DEPARTMENT						
10150 Cash in SLO County	76,655.36	0.00	0.00	0.00	0.00	76,655.36
10200 Operating Cash - Premier	98,958.69	87,134.94	0.00	723.83	62,009.96	123,359.84
10250 Pac Premier - Payroll	1,351.93	178.68	21,357.61	15,591.75	9,172.51	-1,876.04
10340 Pac Premier Operational Reserve	25,078.56	3.19	0.00	0.00	0.00	25,081.75
10350 Pac Premier- Capital Reserve	115,837.67	468.92	0.00	42,997.57	0.00	73,309.02
10400 HOB - USDA Reserve	66,962.25	0.57	0.00	0.00	0.00	66,962.82
Total Fund	384,844.46	87,786.30	21,357.61	59,313.15	71,182.47	363,492.75
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	61,684.47	3,774.98	0.00	9.40	2,984.81	62,465.24
10250 Pac Premier - Payroll	561.49	9.40	1,092.48	763.30	427.33	472.74
10340 Pac Premier Operational Reserve	62,182.12	7.90	0.00	0.00	0.00	62,190.02
10350 Pac Premier- Capital Reserve	49.99	0.50	0.00	0.00	0.00	50.49
Total Fund	124,478.07	3,792.78	1,092.48	772.70	3,412.14	125,178.49
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	31,150.56	0.00	80,947.85	99,184.21	0.00	12,914.20
10250 Pac Premier - Payroll	0.00	0.00	19,167.59	19,167.59	0.00	0.00
Total Fund	31,150.56		100,115.44	118,351.80		12,914.20
Totals	2,998,974.40	183,965.20	179,778.22	241,018.22	179,778.22	2,941,921.38

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.



San Miguel Community Services District

Board of Directors Staff Report

October 22nd, 2020

AGENDA ITEM: XI-2

SUBJECT: Review and approve Resolution 2020-39 adopting revisions to section 4 (Application of monthly Water and Wastewater rates based on occupancy) of the San Miguel Community Services District water and wastewater Billing Policy.

RECOMMENDATION: Approve Resolution 2020-39 adopting revisions to the water and wastewater billing policy.

In November 2018 the Board adopted a comprehensive water and wastewater billing policy by Resolution 2018-35. This policy outlined the method for which the new water and wastewater rates would be applied to different occupancies and properties.

As with all procedures and policies they must be revised from time to time to make sure that they reflect the current practices and apply rates and conditions fairly across all applications.

Recently, it was determined that section 4 of the adopted billing policy could be misinterpreted and didn't accurately apply to sewer rates for properties served by meter 1 ½" and larger.

Section 4 was reorganized and revised to provide clarity of application, as well as include other conditions for large meters.

The proposed revisions are still in compliance with state law as well as our adopted rate structure.

FISCAL IMPACT

There is no cost, other than staff time, to review the proposed policy revisions. If the policy is approved and adopted, then the changes will be effective at the next billing cycle. The staff does not anticipate a change in revenue due to the proposed revisions.

PREPARED BY:

Kelly Dodds

Tamara Parent

Kelly Dodds, Director of Utilities

Tamara Parent, Board Clerk/ Accounts Manager

Attachment:

REDLINE - San Miguel Water and Wastewater Billing Policy

RESOLUTION 2020-39 & Exhibit A – Clean SMCS D Billing Policy with revision 10/2020

Resolution ~~2018-35-2020-39~~

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San Miguel Utility Billing Policy

~~November 2018~~ October 2020

Section 1. Policy Purpose and Application

The Board of Directors adopts this policy to:

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

Section 2. Payment Due

Payment for services shall be due upon receipt and are deemed past due by the 10th of the following month. Accounts are subject to discontinuation of services, per Section 6 of this Policy, 60 days after the billing date shown on the bill ("Discontinuation of Services Date").¹

Section 3: Late Fees

- a. Payments received after the due date will be assessed a ten percent (10%) penalty of any unpaid balance, in compliance with California Government Code section 61115,

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

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subdivision (A)(3)(c). For every month a balance remains unpaid, the District will assess an additional one percent (1%) penalty for each month the balance remains unpaid. The additional 1% penalty each month is in addition to the initial ten percent (10%) penalty.

- b. The District will waive interest charges on delinquent bills once every 12 months for a residential customer who can demonstrate to that his or her household income is below 200 percent of the federal poverty line.²
- c. Each customer shall be responsible for paying reasonable expenses of collection, including, but not limited to, attorney's fees and costs should it become necessary to use such measures to collect the charges on the customer's account.

Section 4 application of monthly water and wastewater rates based on occupancy a.

Large-meters Water Billing

i. ~~Water Billing- Meters 1 1/2" and larger~~

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

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

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

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

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

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

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

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

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Wastewater Billing

i. Single Family Residential

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

ii. Multifamily residential

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

iii. Multiple Unit residential

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

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

~~i. Commercial and Mixed use Wastewater Billing:~~

iv.

All Commercial and mixed-use services with water meters 1-1/2" and larger in size will be charged one (1) commercial fixed charge per separate building and a usage rate based on their volumetric strength, as determined by the current strength listing adopted by board resolution.

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

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

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

b. Small meter (water meters 1" and smaller)

~~i. Water Billing:~~

~~SINGLE FAMILY RESIDENTIAL~~

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

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

~~MULTIFAMILY RESIDENTIAL~~

~~All water meters 1" and smaller in size which serve properties with multi-family residential units will be charged one (1) 1" meter fixed rate per residential building and usage based on the Single Family Tier structure. The service will be granted 5 HCF per residential building within the fixed rate. Actual usage fees will apply after the initial 5 HCF per residential building.~~

~~COMMERCIAL OR MIXED USE~~

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

~~ii. Wastewater Billing:~~

~~SINGLE FAMILY RESIDENTIAL~~

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

~~MULTIFAMILY RESIDENTIAL~~

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

~~COMMERCIAL OR MIXED USE~~

~~All water meters 1" and smaller in size that serve commercial, or mixed-use occupancies will be charged one commercial fixed charge per building and a usage rate based on their volumetric strength as determined by the strength listing.~~

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

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

Section 5: Long term Suspension of service

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

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

Section 6: Discontinuance of Service

Notice to Residential Owner

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

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

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

Notice to Landlord/Tenant Individual Meter

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

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

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

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

Notice to Landlord/Tenant Master Meter

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

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

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

Notice to Elderly or Dependent Adult

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

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

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

Exceptions to Discontinuation of Services

The District will not discontinue services in the following instances:

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

Section 7: Request for Relief

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

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

Section 8: Request for Relief, leak adjustments

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

Section 9: Appeals

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

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

Section 10. Collection Via Tax Roll

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

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

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

Section 11. Severability

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

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RESOLUTION NO. 2020-39

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

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

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

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

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

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

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 22nd day of October 2020.

Ashley Sangster, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Robert Roberson, Interim General Manager

Douglas L. White, District General
Counsel



San Miguel Utility Billing Policy October 2020

Section 1. Policy Purpose and Application

The Board of Directors adopts this policy to:

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

Section 2. Payment Due

Payment for services shall be due upon receipt and are deemed past due by the 10th of the following month. Accounts are subject to discontinuation of services, per Section 6 of this Policy, 60 days after the billing date shown on the bill ("Discontinuation of Services Date").¹

Section 3: Late Fees

- a. Payments received after the due date will be assessed a ten percent (10%) penalty of any unpaid balance, in compliance with California Government Code section 61115,

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

subdivision (A)(3)(c). For every month a balance remains unpaid, the District will assess an additional one percent (1%) penalty for each month the balance remains unpaid. The additional 1% penalty each month is in addition to the initial ten percent (10%) penalty.

- b. The District will waive interest charges on delinquent bills once every 12 months for a residential customer who can demonstrate to that his or her household income is below 200 percent of the federal poverty line.²
- c. Each customer shall be responsible for paying reasonable expenses of collection, including, but not limited to, attorney's fees and costs should it become necessary to use such measures to collect the charges on the customer's account.

Section 4 application of monthly water and wastewater rates based on occupancy a.

Water Billing

i. *Meters 1 ½" and larger*

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

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

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

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

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

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

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

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

Wastewater Billing

i. Single Family Residential

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

ii. Multifamily residential

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

iii. Multiple Unit residential

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

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

iv. Commercial and Mixed use

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

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

Section 5: Long term Suspension of service

- a. Upon written request to the District General Manager, a customer can request that their water and sewer service be suspended for a period of no less than six (6) months.
- b. A written request must be made at least 15 days prior to the requested suspension date indicating the reason for the suspension, date of shutoff, and date of restart. The written request must contain the name of a contact, and that person’s contact information for the customer while they are out of the area or an alternate contact for someone able to make financial commitments on behalf of the current customer.
- c. If the customer is not the property owner, authorization from the property owner must also be provided prior to approval of the suspension.
- d. In order to process the request for suspension the account must be paid in full at the time of suspension.
- e. Only one suspension will be allowed per year per account.

- f. On the day of the suspension the water meter will be turned off and locked.
- g. The District is not responsible for damage to piping or personal property past the water meter due to the long-term suspension of water and sewer service.
- h. If the service to be suspended also provide water to residential or commercial fire sprinklers, then the suspension of that service will cause the fire sprinklers to not work. The District is not responsible for damage to the building, fire sprinkler system, or any other property as a result of the water being turned off at the account holders request.

Section 6: Discontinuance of Service

Notice to Residential Owner

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

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges.
- b. The District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable); and
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment.
- c. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
- d. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult

residing at the residence by telephone, text or email at least 24 hours prior to the Discontinuation of Service Date.

- e. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
- f. Should a customer's service be disconnected, at the time of disconnection a "Notice of Service Disconnection" will be posted via door hanger at that time.
- g. Services shall not be disconnected pending an appeal, as outlined in Section 9 of this Policy below, or pending a request for relief, until the Board of Directors rules on the appeal.
- h. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

Notice to Landlord/Tenant Individual Meter

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

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

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least ten (10) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);

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

Notice to Landlord/Tenant Master Meter

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

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

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.

- This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
 8. The date that the District will discontinue services;
 9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account; and
 10. Must specify, in plain language, what the residential occupants are required to do in order to prevent discontinuation of service, or to reestablish service; and
 11. The telephone number of a qualified legal services project, which has been recommended by the local county bar association.

Notice to Elderly or Dependent Adult

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

- a. The District must provide an option to these customers for third-party notification services. For example, a qualified customer may designate his or her adult child as the designated third-party to be notified about a delinquent payment.
- b. The qualified customer shall make a request to designate a third-party to be notified on a form provided by the District and shall include the written consent of the designated third-party.
- c. The third-party notification does not obligate the third-party to pay the overdue charges, nor shall it prevent or delay the termination of services.
- d. If a qualified customer requests third-party notification, the District must attempt to notify the designated third-party to receive notification when the qualified customer's account is past due and subject to discontinuation of services.
- e. Notification shall include information on requirements to prevent discontinuation of services.

Exceptions to Discontinuation of Services

The District will not discontinue services in the following instances:

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

Section 7: Request for Relief

- a. Any customer of the District may file a written request with the General Manager disputing any fee or charge assessed by the District or water service disconnection within five (5) days of the fee becoming due or water service becoming disconnected. Time limitations prescribed by this subsection shall not apply within the first ninety (90) days of this policy's adoption.
- b. Within thirteen (13) days of submitting the request in writing, the customer may make a request for an extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment.
- c. The General Manager shall review all written requests for relief and either deny the request or grant the relief requested or a portion thereof. Factors for consideration shall include:
 1. Billing errors;
 2. Faulty meter or a misread meter;
 3. A water leak was present necessitating a leak adjustment;
 4. Consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time; and
 5. Any other factor deemed relevant by the General Manager.

Section 8: Request for Relief, leak adjustments

- a. Any customer of the District may file a written request for a leak adjustment.

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

Section 9: Appeals

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

Section 10. Collection Via Tax Roll

Any amount that remains outstanding thirty (30) days after the appeal hearing or any amount that becomes final and unappealable may be collected on the tax roll in the same manner as property

taxes, pursuant to Government Code section 61115. The General Manager shall prepare and file a report with the Board of Directors that describes the affected property and the amount of charges and delinquencies for the year. The General Manager shall publish notice of the filing of the report and of the time and place for a public hearing in a newspaper of general circulation once a week for two weeks at least fourteen (14) days prior to the public hearing.

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

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

Section 11. Severability

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



San Miguel Community Services District

Board of Directors Staff Report

October 22, 2020

AGENDA ITEM: XI-3

SUBJECT: Further review and discussion of a proposed set of standard terms for use in contracts for goods or services between the San Miguel Community Services District Community Services District and outside vendors.

RECOMMENDATION: Staff recommends that the Board of Directors review, discuss and provide direction to Staff.

DISCUSSION: The District engages in multiple contracts each year with vendors who provide goods, services or consultation to the District. Each contract is separately drafted, either by the District or the vendor, or a combination of both the District and the vendor, to address each circumstance. While many portions of agreements are identical or very similar to others, Staff time is expended in ensuring proper drafting and content of these agreements, and often duplicative efforts go into each agreement.

In September 2020, the Board reviewed and discussed the initial version of a standard terms document which was intended to create a set of terms for services contracts. After discussion, the Board asked District Counsel to amend the document to allow for a single set of terms and conditions for contracts for goods or services. The current draft "standard terms" document is tailored for such contracts.

FISCAL IMPACT: No costs to the District.

PREPARED BY:

Erin M. Derwin

Deputy General Counsel

{CW098414.1}

DRAFT
DISTRICT GENERAL PROVISIONS
FOR
GOODS AND
SERVICE ACQUISITIONS

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45. Contractor's Staff



1. Commencement of Work

Subject to the terms of this contract ("Contract") Contractor shall provide District with goods or services ("Work") as described in the **Exhibit A** ("Statement of Work"). Contractor shall not commence Work under the Contract until Contractor has received a fully executed Contract and been given written approval to proceed ("Notice to Proceed") The District shall not be liable for any Work performed prior to the Notice to Proceed.

2. Contract Alterations & Integration

No alteration or variation of the Contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in writing in the Contract shall be binding on any of the parties hereto.

3. Severability

Contractor and District agree that if any provision of this Contract is found to be illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Either party having knowledge of such term or provision shall promptly inform the other of its presumed non-applicability of such provision. Should the illegal or unenforceable provision be a material or essential term of the Contract, the Contract shall be terminated in a manner commensurate with the interests of both parties, to the maximum extent reasonable.

4. Independent Status

Contractor and its employees and agents, and subcontractors, in the performance of this Contract, shall act in an independent capacity and not as officers, employees or agents of District. While Contractor may be required by this Contract to carry Worker's Compensation Insurance, in no event shall Contractor and its employees and agents be entitled to unemployment or workers' compensation benefits from District.

5. Governing Law

To the extent not inconsistent with applicable federal law, this Contract shall be construed in accordance with and governed by the laws of the State of California.

6. Contractor's Power and Authority

Contractor warrants it has full power and authority to enter into this Contract and will hold District harmless from and against any loss, cost, liability, and expense (including reasonable attorney fees) arising out of any breach of this warranty. Further, Contractor shall not enter into any arrangement, agreement or contract with any third party that might abridge any rights of the District under this Contract.

7. Assignments

Contractor shall not assign this Contract, either in whole or in part, without District's written consent, which will not be unreasonably withheld.

8. Personnel

Contractor shall give its personal attention to the performance of the Contract and shall make every effort, consistent with sound business practices, to honor District's requests regarding Contractor's assignment of its employees. However, Contractor maintains the sole right to determine the assignment of its employees in order to keep all phases of work under its control. If an employee of Contractor is

unable to perform due to illness, resignation or other factors beyond Contractor’s control, Contractor shall use its best effort to provide suitable substitute personnel.

9. Waiver of Rights

Any action or inaction by District or the failure of District on any occasion to enforce any right or provision of this Contract shall not be a waiver by District of its rights hereunder and shall not prevent District from enforcing such provision or right on any future occasion. District’s rights and remedies provided in this Contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

10. Time

Time is of the essence in the performance of this Contract.

11. Entire Contract

This Contract, together with its specific references, attachments and exhibits, sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of each party.

12. Appropriation of Funds

- ~~(a) If the term of this Contract extends into fiscal years subsequent to that in which it is approved such continuation of the Contract is subject to the appropriation of funds for such purpose by the Legislature. If funds to effect such continued payment are not appropriated, Contractor agrees to take back any commodities furnished under the Contract and not yet paid for by CSU, terminate any future services and commodities to be supplied to the CSU under the Contract, and relieve the CSU of any further obligation therefore.~~
- ~~(b) CSU agrees that if provision (a) above is involved, commodities shall be returned to Contractor in substantially the same condition in which they were delivered, subject to normal wear and tear. CSU further agrees to pay for packing, crating, transportation to Contractor's nearest facility and for reimbursement to Contractor for expenses incurred for its assistance in such packing and crating.~~

12. Cancellation

District has the right to cancel this Contract at any time and without future financial obligation upon thirty (30) days written notice to Contractor.

13. Termination for Default

District may terminate the Contract and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the District may proceed with the Work in any manner deemed proper by the District. The cost to the District shall be deducted from any sum due the Contractor under the Contract, and the balance, if any, shall be paid the Contractor upon demand.

14. Rights and Remedies of District for Default

- (a) In the event the Work provided by Contractor in the performance of this Contract should fail to conform to the requirements herein, or to the sample submitted by Contractor, District may reject the same, . It shall thereupon become Contractor’s duty to forthwith reclaim remove and replace all rejected goods or correct the performance of services conforming to the requirements herein or the samples submitted, without expense to the District. Should Contractor fail, neglect, or refuse to do so, District

shall thereupon have the right, but not the obligation, to use self-help or retain another contractor to complete the services contracted for or to purchase in the open market, in lieu thereof, a corresponding quantity of any of the goods and to deduct the cost of such from any moneys due or that may thereafter become due to Contractor.



- (b) In the event Contractor fails to perform under this Contract, or fails to make prompt delivery of any goods as specified in the Contract, the same conditions as to District's right, but not obligation, to contract for the Work in the open market and receive reimbursement from Contractor, as set forth in subsection (a), above shall apply.
- (c) In the event that the District terminates this Contract, either in whole or in part, due to Contractor's default or breach, Contractor shall compensate District, in addition to any other remedy District may have available to it, for any loss or damage sustained and cost incurred by the District in procuring a replacement contractor or procuring any goods that the Contractor agreed to supply.
- (d) District's rights and remedies provided above shall not be exclusive and shall be in addition to any other rights and remedies provided by law, equity or this Contract.

15. Warranty

(a) Contractor warrants that (i) Work performed or furnished hereunder will conform to the requirements of this Contract (including, without limitation, all descriptions, specifications, and drawings identified in the Statement of Work) and (ii) any goods furnished hereunder will be free from defects in materials and workmanship. Where the parties have agreed to design specifications in the Statement of Work directly or by reference, Contractor warrants the goods shall provide all functionality required thereby. District's approval of designs or specifications furnished by Contractor shall not relieve Contractor of its obligations under this warranty.

(b) All warranties, including special warranties specified elsewhere herein, shall inure to District, its successors, assigns, customer agencies, and other governmental users of the Work.

16. Conformity with Law and Safety.



In performing the Work under this Contract on District premises, Contractor shall conform to all specific safety requirements contained in this Contract and shall comply with all applicable laws or regulation. Contractor shall take all additional precautions as the District may reasonably require for safety and accident prevention purposes. Contractor's violation of such rules, requirements, laws or regulations, unless promptly corrected, shall constitute a material breach of this Contract.

17. Hazardous Materials/Environmental Requirements.

In the event of a spill of a hazardous waste, as defined in California Code of Regulations, Title 22, Section 66261.3, at the construction site or within the boundaries of District Property, the Contractor shall immediately notify authorized District personnel and will make every effort to mitigate the spill and minimize its effect on the environment.

18. Insurance Requirements

If the Work provides for services, the Contractor shall not commence the Work until it has obtained all the insurance required in this Contract, and such insurance has been approved by the District.



(a) Policies and Coverage.

(1) The Contractor shall obtain and maintain the following policies and coverage:

(i) Comprehensive or Commercial Form General Liability Insurance, on an occurrence basis, covering Work done or to be done by or on behalf of the Contractor and providing insurance for bodily injury, personal injury, property damage, and contractual liability. The aggregate limit shall apply separately to the Work.

(ii) Business Automobile Liability Insurance on an occurrence basis, covering owned, hired, and non-owned automobiles used by or on behalf of the Contractor and providing insurance for bodily injury, property damage, and contractual liability. Such insurance shall include coverage for uninsured and underinsured motorists

(iii) Worker's Compensation including Employers Liability Insurance as required by law.

(2) The Contractor also may be required to obtain and maintain the following policies and coverage:

(i) Environmental Impairment Liability Insurance should the Work involve hazardous materials, such as asbestos, lead, fuel storage tanks, and PCBs.

(ii) Other Insurance by agreement between the District and the Contractor.



(b) Verification of Coverage.

The Contractor shall submit original certificates of insurance and endorsements to the policies of insurance required by the Contract to the District as evidence of the insurance coverage. Renewal certifications and endorsements shall be timely filed by the Contractor for all coverage until the Work is accepted as complete. The District reserve the right to require the Contractor to furnish the District complete, certified copies of all required insurance policies.

(c) Insurance Provisions.

Nothing in these insurance provisions shall be deemed to alter the indemnification provisions in this Contract. The insurance policies shall contain, or be endorsed to contain, the following provisions.

(1) For the general and automobile liability policies, the District, their officers, employees, representatives, volunteers, and agents are to be covered as additional insureds.

(2) For any claims related to the Work, the Contractor's insurance coverage shall be primary insurance with respect to the District, its officers, employees, representatives, volunteers, and agents. Any insurance or self-insurance maintained by the District, its officers, employees, representatives, volunteers, and agents shall be in excess of the Contractor's insurance and shall not contribute with it.

(3) Each insurance policy required by this section shall state that coverage shall not be canceled by either the Contractor or the insurance carrier, except after thirty (30) Days prior written notice by certified mail, return receipt requested, has been given to the District.

(4) The District, its officers, employees, representatives, volunteers, and agents shall not by reason of their inclusion as additional insureds incur liability to the insurance carriers for payment of premiums for such insurance.

(d) Amount of Insurance.

(1) The insurance furnished by Contractor under this Contract shall provide coverage in amounts not less than the following, unless a different amount is stated in the Supplementary General Conditions:

- (i) Comprehensive or Commercial Form General Liability Insurance--Limits of Liability
\$2,000,000 General Aggregate
\$1,000,000 Each Occurrence--combined single limit for bodily injury and property damage.
- (ii) Business Automobile Liability Insurance-Limits of Liability
\$1,000,000 Each Accident-- combined single limit for bodily injury and property damage to include uninsured and underinsured motorist coverage.
- (iii) Workers' Compensation limits as required by law with employers liability limits of \$1,000,000.

(2) For Work involving hazardous materials, the Contractor shall provide additional coverage in amounts not less than the following, unless a different amount is stated in the Supplementary General Conditions:

- (i) Environmental Impairment (pollution) Liability Insurance-Limits of Liability
\$10,000,000 General Aggregate
\$ 5,000,000 Each Occurrence-- combined single limit for bodily injury and property damage, including cleanup costs.

(ii) In addition to the coverage for Business Automobile Liability Insurance, the Contractor shall obtain for hazardous material transporter services:

(a) MCS-90 endorsement

(b) Sudden & Accidental Pollution endorsement--Limits of Liability*
\$2,000,000 Each Occurrence
\$2,000,000 General Aggregate

Minimum Limits of Insurance: 1. General Liability: (Including operations, products and completed operations, as applicable.) \$1,000,000 Combined single limit per occurrence, including operations, products and completed operations. \$2,000,000 Aggregate limit for bodily injury, personal, personal injury and property damage. 2. Comprehensive Automobile Liability: \$1,000,000 Owned, non-owned, hired vehicles 3. Workers' Compensation: As required by the Labor Code of the State of California 4. Employers' Liability: \$1,000,000 Per occurrence, bodily injury by disease \$1,000,000 Each employee, bodily injury by disease 5. Errors & Omissions Liability: \$1,000,000 Per occurrence \$2,000,000 Aggregate Limit 6. Pollution Liability \$1,000,000 Per occurrence (required when work includes \$2,000,000 Aggregate Limit asbestos or lead paint)

*A higher limit on the MCS-90 endorsement required by law must be matched by the Sudden & Accidental Pollution Insurance.

With the Board's approval, the Contractor may delegate the responsibility to provide this additional coverage to its hazardous materials subcontractor., The Contractor shall provide the District with a letter stating that it is requiring its hazardous materials subcontractor to provide this additional coverage. The Contractor shall affirm in this letter that the hazardous materials subcontractor's certificate of insurance adheres to all District requirements. Further, this letter will provide that the subcontractor's certificate of insurance will be provided to the District as soon as the Contractor fully

DISTRICT GENERAL TERMS FOR SERVICE AGREEMENTS

executes its subcontract with the hazardous materials subcontractor, or within thirty (30) Days of the Notice to Proceed, whichever is less.

(e) Acceptability of Insurers.

Insurers shall be licensed by the State of California to transact insurance and shall hold a current A.M. Best's rating of A:VII, or shall be a carrier otherwise acceptable to the District.

(f) Subcontractor's Insurance.

Contractor shall ensure that its subcontractors are covered by insurance of the types required by this Contract and that the amount of insurance for each subcontractor is appropriate for that subcontractor's Work. Contractor shall not allow any subcontractor to commence Work on its subcontract until the insurance has been obtained, and approved by the District. Only the Contractor and its hazardous materials subcontractor(s) shall have the coverage for projects involving hazardous materials.

(g) Miscellaneous.

(1) Any deductible under any policy of insurance required in this Contract shall be Contractor's liability.

(2) Acceptance of certificates of insurance by the District shall not limit the Contractor's liability under the Contract.

(3) In the event the Contractor does not comply with these insurance requirements, the District may, at its option, provide insurance coverage to protect the District. The cost of the insurance shall be paid by the Contractor and, if prompt payment is not received, may be deducted from Contract sums otherwise due the Contractor.

(4) If the District are damaged by the failure of Contractor to provide or maintain the required insurance, the Contractor shall pay the District for all such damages.

(5) Unless otherwise provided in this Contract, the Contractor's obligations to obtain and maintain all required insurance are non-delegable duties under this Contract.

(6) If this Contract is a construction contract pursuant to Public Contract Code section 7105, the Contractor's liability for damages proximately caused by acts of God (as defined in Public Contract Code section 7105) and not involving Contractor negligence shall be limited to five percent (5%) of the Contract, provided that the Work damaged is built in accordance with accepted and applicable building standards and the plans and specifications of the District. This subsection shall not limit any entitlement to payment from any insurance policy of the Contractor.

19. Excusable Delays; Notice to Other Party of Delay. Contractor shall not be in breach of the Contract in the event that performance of the Work is temporarily interrupted or discontinued due to a "Force Majeure" event which is defined as: pandemics, epidemics, disease, riots, wars, sabotage, civil disturbances, insurrections, explosion, natural disasters such as floods, earthquakes, landslides, fires, strikes, lockouts and other labor disturbances or other catastrophic events, which are beyond the reasonable control of Professional. Force Majeure does not include:

(a) Contractor's financial inability to perform;

(b) Contractor's failure to obtain any necessary permits or licenses from other governmental agencies;
or

(c) Contractor’s failure to obtain the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of the Contractor.

20. General Indemnity

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the District, and its officers, agents and employees from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying Work, service, materials or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation related to, arising out of or resulting from Contractor’s performance of this Contract.

21. Invoices

Invoices shall be submitted, in arrears, to the address stipulated in the Contract. The Resolution or Purchase Order number must be included on the invoice. Final invoice shall be marked as such.

(a) In the event that additional services are required, the Contractor shall submit invoices in accordance with provisions herein.

(b) For work of a continuing nature, the Contractor shall submit invoices in arrears, upon completion of each phase. Contractor shall be reimbursed for travel, subsistence and business expenses necessary for the performance of services pursuant to the Contract in accordance with District policy.

(c) Unless otherwise specified, the District shall pay properly submitted invoices not more than forty-five (45) days after the later of:

- (1) the District’s acceptance of goods;
- (2) the performance completion date of services; or
- (3) receipt of an undisputed invoice.

Late payment penalties shall not apply to this Contract.

(d) The consideration to be paid Contractor, as described within the Contract, shall be in full compensation for all of Contractor’s expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

22. Document Referencing

All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show the Resolution or Purchase Order number. If factory shipment, the factory must be advised to comply. Invoices not properly identified with the Contract number and Contractor identification number may be returned to Contractor and may cause delay in payment.

23. Packing and Shipment

(a) All goods required by this Contract are to be packed in suitable containers for protection in shipment and storage, and in accordance with applicable specifications. Each container of a multiple container shipment shall be identified to:

- (1) show the number of the container and the total number of containers in the shipment; and

(2) show the number of the container in which the packing sheet has been enclosed.

(b) All shipments by Contractor or its subcontractors must include packing sheets identifying: the District's contract number; item number; quantity and unit of measure; part number and description of the goods shipped; and appropriate evidence of inspection, if required. Goods for different contracts shall be listed on separate packing sheets.

24. Delivery.

Contractor shall strictly adhere to the delivery and completion schedules specified in this Contract. Time, if stated as a number of days shall mean calendar days unless otherwise specified in the Statement of Work. The quantities specified the Contract are the only quantities required. If Contractor delivers in excess of the quantities specified in this Contract, District shall not be required to make any payment for the excess deliverables, and may return them to Contractor at Contractor's expense or utilize any other rights available to District at law or in equity.

25. Substitutions.

Substitution of Work may not be tendered without advance written consent of District. Contractor shall not use any specification in lieu of those contained in the Contract without written consent of District.

26. Inspection, Acceptance and Rejection

Unless otherwise specified in the Contract all Work may be subject to inspection and test by District.

27. Taxes, Fees, Expenses, and Extras.

(a) Payment of any taxes, including California sales and use taxes, levied upon this Contract, the transaction, or the Services or goods delivered pursuant hereto, shall be the obligation of Contractor. Articles sold to District are exempt from certain Federal Excise Taxes. District will furnish an exemption certificate on request.

(b) Unless specified otherwise, prices quoted shall include all required and applicable taxes.

(c) No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by District unless expressly included and itemized in the Contract. Unless otherwise indicated on the Purchase Order or Contract, on "FOB Shipping Point" transactions vendor shall arrange for lowest cost transportation, prepay, add freight to invoice, and furnish supporting freight bills over \$50. On "FOB Shipping Point" transactions, should any shipments under this Contract be received by District in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers by wholly or partially declined by the carrier or carriers with the inference that damage was the result of the act of the shipper, such as inadequate packing or loading or some inherent defect in the equipment and/or material, vendor shall, at its own expense, assist District in establishing carrier liability.

(d) Contractor certifies it will immediately advise District of any change in its retailer's seller's permit or certification of registration or applicable affiliate's seller's permit or certificate of registration.

28. Use of Data

Contractor shall not utilize any non-public District information it may receive by reason of this Contract, for pecuniary gain not contemplated by this Contract, regardless whether Contractor is or is not under contract at the time such gain is realized. District specific information contained in the report, survey, or other product developed by Contractor pursuant to this Contract is the property of District and shall not be used in any manner by Contractor unless authorized in writing by District.

29. Confidentiality of Data

(a) Contractor acknowledges the privacy rights of individuals to their personal information that are expressed in the Information Practices Act (California Civil Code Section 1798 et seq.) and in California Constitution Article 1, Section 1. Contractor shall maintain the privacy of personal information and protected data as confidential information. Contractor shall not use, disclose, or release confidential information contained in District records without full compliance with applicable state and federal privacy laws, and this Contract. Contractor shall maintain the privacy of confidential information and shall be financially responsible for any notifications to affected persons (after prompt consultation with District) whose personal information is disclosed by any security breach relating to confidential information resulting from Contractor's or its personnel's acts or omissions. Further, if so, requested by District, Contractor shall be administratively responsible for providing such notification in the most expedient time possible consistent with the methods prescribed in California Civil Code 1798.29 and 1798.82.

(b) Contractor further agrees that all financial, statistical, personal, technical and other data and information relating to District 's operation designated "confidential" by District, and not otherwise subject to disclosure under the California Public Records Act, and made available to Contractor to perform this Contract or which become available to Contractor while performing this Contract, shall be protected by Contractor using the same level of care it takes to protect its own information of a similar nature, but in no event less than reasonable care. Contractor shall not use or disclose confidential information other than to carry out the purposes of this Contract. Contractor shall not disclose any confidential information other than on a "need to know" basis and then only:

- (1) To its representatives, provided however, that each such employee or officer has entered into a confidentiality agreement;
- (2) To affiliates of or Subcontractors to Contractor, only with written prior consent by District and provided that:
 - (i.) Use by such Affiliates or Subcontractor shall be limited to the purpose of this agreement;
 - (ii.) Affiliate or Subcontractor is bound by contract and or confidentiality agreement to protect District data from unauthorized access.

If required by a court of competent jurisdiction or an appropriate administrative body with legal authority to order the disclosure of confidential information or protected data, Contractor will notify District in writing prior to any such disclosure to give District an opportunity to oppose any such disclosure. Prior to any disclosure of confidential information as required by legal process, Contractor shall:

- (1) Notify District of any actual or threatened legal compulsion of disclosure, and any actual legal obligation of disclosure, immediately upon becoming so obligated; and

(2) Delay disclosure until District has provided Contractor with notice that they will oppose or agree to such disclosure or the time specified for legal compliance is reached.

(c) Contractor shall cooperate with any litigation or investigation proceedings concerning protected data loss or other breach of Contractor's obligations under this Contract. Any access, transmission, or storage of protected data outside the United States must be approved in writing by District in advance. Contractor's failure to comply with any provision of this Section shall constitute a material breach of the Contract.

30. Rights in Work Product

All inventions, discoveries, intellectual property, technical communications and records originated or prepared by Contractor pursuant to this Contract, including papers, reports, charts, computer programs, and other documentation or improvements thereto, and including Contractor's administrative communications and records relating to this Contract (collectively, the "Work Product"), shall be Contractor's exclusive property. The provisions of this section may be revised in the Statement of Work. However, all finished product or deliverables required under this contract shall be the exclusive property of the District and may be used at District's discretion.

27. Examination and Audit

~~For contracts in excess of \$10,000, Contractor shall be subject to the examination and audit by~~

- ~~(a) the Office of the University Auditor, and~~
- ~~(b) the Bureau of State Audits, for a period of three (3) years after final payment under the Contract. The examination and audit shall be confined to those matters connected with the performance of the contract, including, but not limited to, the costs of administering the Contract. Note: Authority Cited: Government Code Section 8546.7; Education Code Section 89045(c&d), respectively.~~

31. Dispute

Any dispute arising under or resulting from this Contract that is not resolved within sixty (60) days of time by authorized representatives of Contractor and District shall be brought to the attention of Contractor's Chief Executive Officer (or designee) and District's General Manager (or designee) for resolution. If this informal dispute resolution process is unsuccessful, the parties may resolve such dispute by arbitration pursuant to Section 2. Despite an unresolved dispute, Contractor shall continue without delay in performing its responsibilities under this Contract. Contractor shall accurately and adequately document all Work it has performed under this Contract.

32. Arbitration of Disputes. All claims, disputes and other matters in question between District and Contractor arising out of, or relating to this Contract or the breach thereof, including claims of Contractor for extra compensation for Work under this this Contract shall be decided by arbitration before a single arbitrator in accordance with the provisions of Sections 1281 to 1284.2 of the California Code of Civil Procedure (the "Arbitration Laws") unless the Parties mutually agree otherwise. The provisions of Section 1283.05 of the Arbitration Laws apply to any arbitration proceeding except as otherwise provided in this Contractor. The arbitrator shall have authority to decide all issues between the Parties including, but not limited to, claims for extras, delay and liquidated damages, if any, provided for in this Contract, matters involving defects in the Work product or Deliverables of the Contractor, rights to payment, and whether the necessary procedures for arbitration have been followed. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Notice of the demand for arbitration shall be filed in writing with the other Party. The demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitation.

The Parties shall jointly appoint an arbitrator within fifteen (15) calendar days of the date of giving of the notice of the demand for arbitration. If the Parties are unable to jointly agree upon the appointment of an arbitrator within said fifteen (15) calendar day period, and do not agree in writing to extend said period for a fixed period, then either Party may seek to have the arbitrator appointed by the Superior Court of San Luis Obispo in accordance with the Arbitration Laws.

If any proceeding is brought to contest the right to arbitrate and it is determined that such right exists, the losing Party shall pay all costs and attorneys' fees incurred by the prevailing party.

In addition to the other rules of law which may be applicable to any arbitration hereunder, the following shall apply:

- (a) Promptly upon the filing of the arbitration each Party shall be required to set forth in writing and to serve upon each other Party a detailed statement of its contentions of fact and law.
- (b) All parties to the arbitration shall be entitled to the discovery procedures as provided in Section 1283.05 of the California Code of Civil Procedure.
- (c) The arbitration shall be commenced and conducted as expeditiously as possible consistent with affording reasonable discovery as provided herein.
- (d) These additional rules shall be implemented and applied by the arbitrator.

The costs of arbitration shall be borne by the Parties as determined by the arbitrator, but each Party shall bear its own attorney's fees associated with the dispute with the other Party and to the arbitration.

33. Conflict of Interest

District requires a Statement of Economic Interests (California Form 700) to be filed by any Contractor who is involved in the making or participation in the making of decisions which may foreseeably have a material effect on any District financial interest. Contractor warrants that no conflict of interest will be created under state or federal law by entering into or carrying out this Contract.

34. Endorsement

Nothing contained in this Contract shall be construed as conferring on any party, any right to use the other Party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other party. Furthermore, nothing in this Contract shall be construed as endorsement of any commercial product or service by the District, its officers or employees.

35. Covenant Against Gratuities

Contractor shall warrant that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of District with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, District shall have the right to terminate the Contract, either in whole or in part, and any loss or damage

sustained by District in procuring on the open market any items that Contractor agreed to supply shall be borne and paid for solely by Contractor. District's rights and remedies provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law, equity or under the Contract.

36. Nondiscrimination

- (a) During the performance of this Contract, Contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition, age, marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- (b) Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Contract.

37. Americans With Disabilities Act (ADA)

Contractor warrants that it complies with California and federal disabilities laws and regulations. (Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq). Contractor hereby warrants the Work it will provide under this Contract comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its Work. Contractor further agrees to indemnify and hold harmless District from any claims arising out of Contractor's failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a material breach of this Contract.

38. Debarment and Suspension

By accepting a contract with the District, Contractor certifies neither it nor its principals or its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency (2 Code Federal Regulations [CFR] 180.)

39. DVBE, MBE, WBE and Small Business Participation

The District encourages the procurement of services from small businesses and businesses which are owned by disabled veterans, women and minorities. To that end:

- (a) Within sixty (60) days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract), the Contractor shall report to District:
 - (1) the name and address of the small business (SB(s)) who participated in the performance of the Contract;

(2) the total amount any prime Contractor received under the Contract; and

(3) the amount each SB received from the prime Contractor.

(b) Within sixty (60) days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract), the Contractor shall report to District:

(1) the name and address of the disabled veteran business enterprises (DVBE), minority business enterprises (MBE) or women's business enterprises WBE(s) who participated in the performance of the Contract;

(2) the total amount any prime Contractor received under the Contract; and

(3) the amount each DVBE, MBE or WBE received from the prime Contractor. The Contractor shall also certify that all payments under the Contract have been made to the DVBE, MBE or WBE.

40. Contractor's Staff

Contractor warrants that its staff assigned to performing work under this Contract are legally able to perform such duties.



San Miguel Community Services District

Board of Directors Staff Report

October 22, 2020

AGENDA ITEM: XI-4

SUBJECT: Review and approve Resolution 2020-40 authorizing a contract with Monsoon Consultants in an amount not to exceed \$4,500 to prepare an application for Prop 68 Sustainable Groundwater Management (SGM) Grant Program Implementation Grant Funding and authorizing the Director of Utilities to execute a contract with the consultant to provide the requested grant application preparation services.

RECOMMENDATION:

Discuss the merits of the proposal received from Monsoon Consultants and authorize the Interim General Manager to execute a contract with Monsoon Consultants to prepare a grant application on the District's behalf for a project which meets the Prop 68 GSP Implementation Grant Program PSP requirements and be prepared to upload the District approved application in accordance with the Round 1 submission guidelines. The grant application will identify the upgrade and expansion of the District's Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water ("purple pipe") distribution system (or a component thereof) as the specific project to be implemented under the terms of the grant agreement.

BACKGROUND:

The California Department of Water Resources (DWR) has issued a Proposal Solicitation Package (PSP) for the implementation of Groundwater Sustainability Plans (GSPs). Funding for the program will be from the Sustainable Groundwater Management (SGM) Grant Program Implementation Grants using funds authorized by the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 (Proposition 68). These funds can be used for eligible projects that address drought and groundwater challenges to achieve regional sustainability for investments in groundwater recharge projects with surface water, stormwater, *recycled water*, and other conjunctive use projects. Eligible projects include those activities associated with the implementation of an adopted GSP or approved Alternative and must also be listed within an adopted GSP or approved Alternative.

- Examples of eligible project activities, tasks, and/or components can include, but are not limited to, the following:

- Groundwater recharge projects with surface water, stormwater, recycled water, and other conjunctive use projects
- Groundwater contaminant remediation or prevention projects for groundwater that serves as a source of drinking water
- Construction, rehabilitation, or expansion of conveyance facilities for groundwater recharge projects
- Wastewater treatment and water recycling facility upgrades for groundwater recharge project sources
- Stormwater and runoff capture projects that support groundwater recharge
- Groundwater recharge facility expansion
- Seawater barrier injection wells
- Groundwater recharge projects that address groundwater dependent ecosystems (GDEs)
- Projects and programs that support water supply reliability, water conservation, water use efficiency and water banking, exchange, and reclamation

The minimum and maximum grant award amounts are:

- Minimum Grant Amount – \$2 million per basin
- Maximum Grant Amount – \$5 million per basin

There will be two rounds of funding with Round 1 applications due in January 2021. The grant funding will require a 25% matching funds, but these local cost share requirement for projects benefiting a severely disadvantaged community (SDAC), DAC, EDA, Tribes, and more (collectively referred to as URC) may be waived or reduced as shown in Table 1 below.

0% Local Cost Share:	The Project is located within an URC and solely benefits the URC
5% Local Cost Share:	The Project is not located within an URC, but solely benefits the URC
15% Local Cost Share:	The Project is not located within an URC, but a minimum of 50% of the project benefits the URC
25% Local Cost Share:	The Project is not located within an URC and does not benefit an URC

NOTE: The minimum local cost share is calculated based upon the total project cost. For this program, the total project cost is the grant funds plus the local cost share amounts. To calculate the local cost share percent: local cost share/ (grant funds + local project cost).

On October 9th, 2020, the District Engineer (DE) participated in a virtual meeting with members of the GSA Cooperative Committee staff to discuss a strategy for submitting an application for Prop 68 grant funds for an eligible project (or projects) that would meet the program requirements. During this meeting, the DE made a request to the CC staff that the District be allowed to submit a grant application for Round 1 for funding to support our WWTP Upgrade & Recycled Water Project. This project is identified in the GSP and meets the eligibility criteria set forth in the PSP. Further, our communities DAC status will provide added leverage against competing proposals. Finally, the other GSA’s do not currently have project(s) that are well enough defined to support a competitive proposal. Based on the results of the discussion, all GSA CC staff agreed to support the District’s request to submit a proposal for Prop 68 grant funds and agreed to provide letters of support to be included in our grant application package. No other GSA’s will submit a proposal for Round 1.

With the above understanding, Monsoon Consultants provides this proposal to prepare a grant application on the District's behalf for a project which meets the Prop 68 GSP Implementation Grant Program PSP requirements and be prepared to upload the District approved application in accordance with the Round 1 submission guidelines. The grant application will identify the WWTP Upgrade & Recycled Water Project (or a component thereof) as the specific project to be implemented under the terms of the grant agreement.

Monsoon Consultants proposes to provide the grant application services and upload the grant application package to the DWR web-portal for a fee not to exceed \$4,500.

FUNDING:

The cost of this project will be funded from operational funds in the Wastewater Fund. A budget adjustment to the WWTF Expansion (40-581) item in the Fiscal Year 2020-2021 budget will be made by staff in the event that the Board approves this item.

FISCAL IMPACT

The total estimated fee to complete this work is estimated to not exceed \$4,500.

RECOMMENDATION

The Board of Directors should consider the proposal received from Monsoon Consultants and authorize the Director of Utilities to execute a contract with Monsoon Consultants, in an amount not to exceed \$4,500, to prepare a grant application on the District's behalf for a project which meets the Prop 68 GSP Implementation Grant Program PSP requirements and be prepared to upload the District approved application in accordance with the Round 1 submission guidelines. The grant application will identify the upgrade and expansion of the District's Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water ("purple pipe") distribution system (or a component thereof) as the specific project to be implemented under the terms of the grant agreement.

PREPARED BY:

Blaine T. Reely

Blaine T. Reely, P.E., District Engineer

APPROVED BY:

Kelly Dodds

Director of Utilities

Attachments:

Monsoon Consultants Proposal (Dated 10/15/2020)

RESOLUTION NO. 2020-40

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING A CONTRACT
WITH MONSOON CONSULTANTS AND AUTHORIZING A BUDGET ADJUSTMENT
IN THE AMOUNT OF \$4,500 TO WWTF EXPANSION (40-581); FOR PREPARATION
AND SUBMISSION OF AN APPLICATION FOR PROPOSITION 68 SUSTAINABLE
GROUNDWATER MANAGEMENT (SGM) GRANT FUNDS.**

WHEREAS, San Miguel Community Services District (“District”) operates Fire, Lighting, Wastewater, Water, and Solid Waste departments within the community of San Miguel; and

WHEREAS, the Board of Directors recognizes the importance of developing additional water resources; and

WHEREAS, the District is currently developing plans for the expansion of the Machado Wasterwater Facility which will be able to produce Title 22 quality recycled water for which additional funding is necessary; and

WHEREAS, the Board of Directors authorizes a budget adjustment to the Wastewater department \$4,500 (40-581); and

WHEREAS, the District Board of Directors authorizes the Director of Utilities to contract with Monsoon Consulatants to prepare and submit the Prop 68 SGM grant application on behalf of the District; and

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

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 22nd day of October 2020.

Ashley Sangster,
President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel



X

Proposal
 Invoice
 Change Order No.
 Work Authorization

Submitted To:	Project Information:
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Client:	San Miguel Community Services District	Project Name:	Preparation of Application for Prop 68 Sustainable Groundwater Management (SGM) Grant Program Implementation Grant
Attn:	Kelly Dodds / Director of Utilities	Project No.:	2020.10.005
Address:	1150 Mission Street San Miguel, California 93451	Proposal Date:	October 15, 2020
E-mail:	kelly.dodds@sanmiguelcsd.org	Location:	San Miguel, California
Phone:	(805) 467-3388	Owner:	San Miguel CSD
Fax:	N/A		

Monsoon Consultants (MONSOON) Hereby Submits: Our fee proposal and work authorization for Preparation of Application for Prop 68 Sustainable Groundwater Management (SGM) Grant Program Implementation Grant

Basic Scope of Work

The California Department of Water Resources (DWR) has issued a Proposal Solicitation Package (PSP) for the implementation of Groundwater Sustainability Plans (GSPs). Funding for the program will be from the Sustainable Groundwater Management (SGM) Grant Program Implementation Grants using funds authorized by the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 (Proposition 68). These funds can be used for eligible for projects that address drought and groundwater challenges to achieve regional sustainability for investments in groundwater recharge projects with surface water, stormwater, *recycled water*, and other conjunctive use projects. Eligible projects include those activities associated with the implementation of an adopted GSP or approved Alternative and must also be listed within an adopted GSP or approved Alternative.

- Examples of eligible project activities, tasks, and/or components can include, but are not limited to, the following:
- Groundwater recharge projects with surface water, stormwater, recycled water, and other conjunctive use projects
- Groundwater contaminant remediation or prevention projects for groundwater that serves as a source of drinking water
- Construction, rehabilitation, or expansion of conveyance facilities for groundwater recharge projects
- Wastewater treatment and water recycling facility upgrades for groundwater recharge project sources
- Stormwater and runoff capture projects that support groundwater recharge • Groundwater recharge facility expansion
- Seawater barrier injection wells
- Groundwater recharge projects that address groundwater dependent ecosystems (GDEs)
- Projects and programs that support water supply reliability, water conservation, water use efficiency and water banking, exchange, and reclamation

The minimum and maximum grant award amounts are:

- Minimum Grant Amount - \$2 million per basin
- Maximum Grant Amount - \$5 million per basin



There will be two rounds of funding with Round 1 applications due in January 2021. The grant funding will require a 25% matching funds, but these local cost share requirement for projects benefiting a severely disadvantaged community (SDAC), DAC, EDA, Tribes, and more (collectively referred to as URC) may be waived or reduced as shown in Table 1 below.

0% Local Cost Share:	The Project is located within an URC and solely benefits the URC
5% Local Cost Share:	The Project is not located within an URC, but solely benefits the URC
15% Local Cost Share:	The Project is not located within an URC, but a minimum of 50% of the project benefits the URC
25% Local Cost Share:	The Project is not located within an URC and does not benefit an URC

NOTE: The minimum local cost share is calculated based upon the total project cost. For this program, the total project cost is the grant funds plus the local cost share amounts. To calculate the local cost share percent: local cost share/ (grant funds + local project cost).

On October 9th, 2020, the District Engineer (DE) participated in a virtual meeting with members of the GSA Cooperative Committee staff to discuss a strategy for submitting an application for Prop 68 grant funds for an eligible project (or projects) that would meet the program requirements. During this meeting, the DE made a request to the CC staff that the District be allowed to submit a grant application for Round 1 for funding to support our WWTP Upgrade & Recycled Water Project. This project is identified in the GSP and meets the eligibility criteria set forth in the PSP. Further, our communities DAC status will provide added leverage against competing proposals. Finally, the other GSA's do not currently have project(s) that are well enough defined to support a competitive proposal. Based on the results of the discussion, all GSA CC staff agreed to support the District's request to submit a proposal for Prop 68 grant funds and agreed to provide letters of support to be included in our grant application package. No other GSA's will submit a proposal for Round 1.

With the above understanding, Monsoon Consultants provides this proposal to prepare a grant application on the District's behalf for a project which meets the Prop 68 GSP Implementation Grant Program PSP requirements and be prepared to upload the District approved application in accordance with the Round 1 submission guidelines. The grant application will identify the WWTP Upgrade & Recycled Water Project (or a component thereof) as the specific project to be implemented under the terms of the grant agreement.

Items Not Included in Scope of Work

It should be noted that any costs required for any other services not specifically described in the Basic Scope of Work description above are not included in the estimated fee and if requested by the client will be subject to a contract addendum.

Fee

MONSOON's fees for the scope of services described herein shall be based on manhours expended by staff, billed at the hourly rates presented below. Under no circumstances will the total cost of services to be provided by MONSOON, which are directly related to this matter, exceed \$4,500.00, without prior authorization from the client.

Labor Rates

Principal Engineer / Hydrologist	\$145.00 / Hr.
Staff Engineer / Scientist	\$135.00 / Hr.
Engineer-in-Training	\$110.00 / Hr.
Senior Designer / GIS Technician	\$120.00 / Hr.
Associate Designer / GIS Technician	\$90.00 / Hr.
Technical/ Clerical Support Staff	\$75.00 / Hr.

Schedule

MONSOON can initiate the scope of work described herein, immediately upon receipt of a Notice to Proceed.



Limit of Liability

Neither MONSOON, its employees, nor MONSOON'S sub-consultants and their agents or employees shall be jointly, severally, or individually liable to the owner in excess of the compensation to be paid pursuant to this agreement or of Twenty Five Thousand Dollars (\$25,000.00), whichever is greater, by any reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong.

Please return a signed copy of this proposal to authorize us to proceed with the project and authorization of payment.

Blaine T. Reely

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

October 15, 2020

Date

Acceptance by Client:

 Client's Signature

 Date

 Printed Name

 Firm/Company (Printed)



QUALIFICATIONS

PROPOSAL

1. Proposals are valid for thirty (30) consecutive calendar days from the date of MONSOON's signature, after which MONSOON reserves the right to reevaluate its proposal with respect to, but not limited to, costs, schedules, delays, scope of work, etc.
2. Proposals do not include any overtime charges unless specifically stated.
3. Proposals do not include reimbursable charges unless specifically stated.
4. Proposals do not include costs for permits, fees, taxes, and plan review processes of governing jurisdictions. Such costs will be considered as reimbursable charges.
5. Reimbursable charges are added charges to proposal value indicated.
6. Proposals are based on a defined and agreed upon scope of work and schedule.

INVOICE

1. Invoice payment is due within thirty (30) business days from date of MONSOON'S invoice.
2. Remit payment with a copy of this form for proper processing.
3. Make all checks payable to MONSOON CONSULTANTS.
4. Payments are past due the 31ST business day from the date of MONSOON'S invoice, after which a penalty of one and one-half percent (1 1/2%) of the unpaid balance will be assessed per month until payment in full is received, including penalty assessments.

CHANGE ORDER

1. Change order represents a change in the original scope of work for which MONSOON was contracted.
2. Change order may be due to many reasons such as, but not limited to, change in technical scope, schedule, costs, delays, permits, fees, travel, etc.
3. Change order does not change the basic language of the original contract for which the change order is addressed.
4. Change order may or may not show the associated cost for the work described. If a cost is not shown, it is agreed that both parties will meet to finalize the cost prior to completion of work defined in the change order.
5. Change orders must be signed by MONSOON and the Client or Client's authorized representative.
6. Acceptance by Client or Client's authorized representative constitutes authorization to proceed with the work associated with the change order and Client further agrees to fully compensate MONSOON for the work.
7. Change order date is the date of acceptance by the Client or Client's representative.
8. Acceptance signatures are considered by MONSOON to be binding for the Client.

WORK AUTHORIZATION

1. Work authorization date is the signature date of the Client or Client's authorized representative.
2. Acceptance signatures are considered by MONSOON to be binding for the Client.
3. Work authorization in conjunction with a proposal or change order constitutes acceptance of the proposal or change order.
4. **MONSOON WILL NOT PROCEED WITH THE WORK OR INCUR ANY COSTS ASSOCIATED WITH A PROPOSAL OR CHANGE ORDER WITHOUT AN ACCEPTANCE SIGNATURE FOR WORK AUTHORIZATION.**



San Miguel Community Services District

Board of Directors Staff Report

October 22nd, 2020

AGENDA ITEM: XI-5

SUBJECT: Discussion on LAFCO review SOI (Sphere of Influence) and Municipal Service Review (MSR).

RECOMMENDATION: Discuss the San Miguel Community Services District LAFCO Sphere of Influence (SOI) and Municipal Service Review (MSR) and give direction.

At the May 28th 2020 Regular Board Meeting, staff was directed to wait for the Strategic Planning Work Session (held on 9-10-2020) before sending the information requested by LAFCO for review.

A large portion of the information requested is readily available. Some items will need to be researched, and some need to be determined.

In order to keep the process moving forward we need to provide the currently available information to LAFCO.

Other items that need Board Input are:

- Possible Sphere Boundaries and Study Areas- Areas Agency Plans to Serve
- Strategic Plans and Goal Setting

The Board needs to direct staff on how the Board would like to proceed with the two items above.

PREPARED BY:

Kelly Dodds

Tamara Parent

Kelly Dodds, Director of Utilities

Tamara Parent, Board Clerk/ Accounts Manager

Attachment: LAFCO letter



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

April 2, 2020

SENT VIA E-MAIL

COMMISSIONERS

Chairperson
TOM MURRAY
Public Member

Vice-Chair
ROBERT ENNS
Special District Member

DEBBIE ARNOLD
County Member

MARSHALL OCHYLSKI
Special District Member

ROBERTA FONZI
City Member

LYNN COMPTON
County Member

ED WAAGE
City Member

ALTERNATES

ED EBY
Special District Member

STEVE GREGORY
City Member

HEATHER JENSEN
Public Member

JOHN PESCHONG
County Member

STAFF

DAVID CHURCH
Executive Officer

BRIAN A. PIERIK
Legal Counsel

MIKE PRATER
Deputy Executive Officer

IMELDA MARQUEZ
Commission Clerk

Mr. Rob Roberson, Fire Chief/General Manager
San Miguel Community Services District
1150 Mission Street
San Miguel, CA 93451

Dear Mr. Roberson:

The San Luis Obispo Local Agency Formation Commission (LAFCO) is responsible for updating the Sphere of Influence (SOI) for each City and Special District in San Luis Obispo County. This program is continuing during the Covid-19 emergency situation, but we certainly acknowledge staff resource constraints at this time. Also, the update is to the Municipal Service Review (MSR) which provides information about the service capabilities of a jurisdiction. Updating the SOIs every five years is a requirement of the Cortese-Knox-Hertzberg Act that was passed in 2000. The update provides an opportunity for jurisdictions and LAFCO to evaluate service issues and determine the Sphere of Influence for the District.

We request your help in updating the MSR for San Miguel CSD which was last updated by LAFCO in 2013. The preparation of an updated Municipal Service Review is an information-gathering and analysis process. Much of the information needed for the Service Review is contained in existing documents; e.g. General Plans, Capital Improvement Plans, Master Plans, Budgets, etc. LAFCO will be downloading much of this information from your website. However, for any additional informational needs we kindly ask for your assistance in submitting any missing information in either; hard copy, or in a digital form as PDF's.

This information would be used to complete the MSR that in turn would be the basis for updating the District's Sphere of Influence. If necessary, and after the COVID19 order is lifted we would be happy to come and meet with you and your staff regarding the gathering of information and possible areas to focus our study on.

We look forward to working with you in updating the District's Sphere of Influence. If you have any questions, please call me at (805) 781-5795 or contact us by e-mail at mprater@slolafco.com.

Sincerely,

Mike Prater
Deputy Executive Officer
San Luis Obispo Local Agency Formation Commission



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

October 22, 2020

AGENDA ITEM: XI-6

SUBJECT: Fire Department Temporary Housing Unit Continuation.

RECOMMENDATION: Discuss options for providing a Temporary Fire Department Staffing Housing Unit including space for a Sheriff's Beat Station.

The San Miguel Fire Department currently shares space with the CSD Staff and is beyond workspace capacity. Additionally, the Fire Department currently lacks the ability to provide accommodations for Department Members to provide 24-hour District coverage when required. Additionally, the project shall include a "Sheriff's Beat Station" within the temporary housing unit.

Assistant Chief Scott Young meet with the property owner/representative Scott Keller on October 13, 2020, onsite to discuss to possibility of leasing the property. Mr. Keller was very receptive to the potential lease but need to speak with other family members who have a financial interest in the 4 lots. Mr. Keller shall respond to the Department's request in 2 weeks from the meeting date.

STAFF RECOMMENDATION.

Continue conversations with the property owner resulting in a land lease agreement for the proposed project location.

FISCAL IMPACT:

None currently.

PREPARED BY: Scott Young

APPROVED BY: Rob Roberson



San Miguel Community Services District

Board of Directors Staff Report

October 22nd, 2020

AGENDA ITEM: XI-7

SUBJECT: Continued Discussion on the status of the Machado Wastewater Treatment Facility expansion and the aerator upgrade project.

RECOMMENDATION: Discuss status of the Machado Wastewater Treatment Facility expansion and the aerator upgrade project.

CURRENT STATUS:

WWTF

The existing plant upgrade was completed in 2001, at that time it was upgraded to a maximum capacity of 200,000 gallons per day.

COMPLIANCE – Based on the 1st quarter 2020 testing the plant is out of compliance for a single sample and is out of compliance for the 6-sample average in regard to TDS, Sodium and Chloride

FLOW – In *September* the plant averaged 151,622 gallons per day (76% of hydraulic design capacity) with a max day of 175,833 gallons (88% of hydraulic design capacity)

On 6/18/18 the District received a letter from SWRCB outlining the status of the plant and setting a timeline of approximately 2.9 years before the plant reaches capacity. This is the window to complete the expansion to prevent potential overflows and potential violations.

Monsoon Consultants is currently working on design requirements and options to meet current/future and proposed regulatory requirements.

- August 2018 WWTP Expansion engineering report.
- November 2018 DE presented options to the Board and discussed the engineering study and alternatives
- December 2018 DOU and Engineer from Monsoon Consultants toured SBR and MBR plants and talked to operators about process benefits and issues
- January 2019 the DE delivered the Final engineering report to the Board at the regular Board Meeting and the Board subsequently approved the report.

- January 2019 the District submitted the Final Engineering Report to the CCWQCB for their review and comment.
- February 2019 DE and Director of Utilities met with CCWQCB staff to discuss the engineering report and future project phases, requirements, funding, permitting, and schedules.
- February 2019 the District submitted the Final Engineering Report to PG&E for their review in advance of a meeting to discuss future WWTF electrical service requirements and the potential for technical/financial assistance for the WWTF expansion/renovation.
 - The District also applied for a service change to PG&E to begin the process of determining the extent of improvements needed to service the new power requirements.
- February 2019 the District applied to SoCal Gas for service and is in the process of determining costs to bring gas to the plant.
- August 2019 DE and DOU toured manufacturing plant and installations MBR package plants
- October 2019 the Board approved a contract with Monsoon Consultants to prepare the construction plans for the WWTF expansion
- November 2019 District received an agreement for a \$250,000 planning grant for the WWTF expansion.
- March 2020 RFP was released for an environmental consultant for the WWTF
- April 2020 Submitted Preliminary Engineering Report to USDA for review for Grant/ Loan funding. Comments were received back from the USDA which are being addressed by the DE
- April 23, 2020, the Board approved DUDEK proposal to perform environmental consultation for the District in relation to the WWTF and Recycled Water distribution system (purple pipe)
- May 2020 the District received the signed agreement back for the planning grant and submitted the initial invoice for reimbursement.
- June 2020 DE completed an analysis of the flooding risk to the WWTF site from Salinas River flood flows. The results of the study will be incorporated into the final design.
- June 2020 the DE completed the revisions of the USDA Preliminary Engineering Report (PER) and will resubmit to the USDA for funding consideration.
- On June 18, 2020, The Central Coast Regional Water Quality Control Board released its DRAFT General Waste Discharge Requirements (Order No. R3-2020-0020) for Discharges from Domestic Wastewater Systems with Flows >100,000 GPD. The DE has participated in four virtual meetings to discuss this DRAFT order with the Waterboard staff and other dischargers that will be subject to this order when it is finalized. The District WWTP, including the planned expansion/renovation, will be subject to the requirements in this order

TEMPORARY OFFICE TRAILER

- Staff will be cleaning up the inside/ outside and repairing areas that had prior water damage as needed.

AERATOR PROJECT

5/17/18 WSC has issued the Final Technical Memorandum outlining some of the options for the replacement of the existing surface aerators with bubbler aeration in the ponds. Part of the recommendation is to install a headworks to prevent fouling the diffusers.

The Energy Watch and PG&E are working on preliminary paperwork for On-Bill Financing for this project once it is ready.

The aeration project is being modified as part of the overall expansion of the WWTF. It is possible that the original project will be scrapped in favor of other assistance available from PG&E.

FUNDS EXPENDED

Total Costs incurred to date

- Property acquisition - \$240,140 (Paid with Capital Funds not covered under any grant FY2016-17)
- Engineering - \$170,740 (Reimbursable through the IRWM Grant) (\$112,000 received to date)

GRANT FUNDING

Awarded

- Integrated Regional Water Management (IRWM) Prop 1 DAC -- \$177,750 for Wastewater plant upgrade analysis, basin recharge study.
- The agreement for this grant was received in February 2019 and has been processed and returned, invoices have been submitted to IRWM and the District should receive reimbursement for the initial requests after July.
- State Revolving Fund (SRF) -- \$250,000 for construction design and engineering – The District received the agreement for this grant in November 2019. The grant is retroactive to 2017.

Applied for/ to

- Started discussion with SLO County on the potential for CDBG funds to help pay for construction. The application is in process.
- Preparing to apply to DWR and USDA
- Held pre-application meeting with USDA to start application process 1/10/2020
- Met with Cayucos Sanitary District to discuss how they are financing their Wastewater treatment plant currently under construction
- Discussed additional funding with the Department of Financial Assistance at the state about construction financing.
- Submitted a Pre-Application to DWR for \$14.5M in funding through the Small Community Funding Program on May 5, 2020.

NEXT STEPS:*WWTF*

Now that the FINAL engineering report is completed and has been approved by the Board, the DE has begun working on a proposed schedule/ timeline which will be presented to the Board for the preparation of construction documentation, environmental/regulatory compliance measures, and permitting. At that time, the DE will provide cost estimates associated with that schedule.

One of the first things that will be needed will be a headworks and larger lift station. Once a capacity is determined that will be brought to the board for approval.

Based on discussions with the DE, we have initiated the final design phase for the recommended WWTP upgrade and expansion design alternative. We have scheduled approximately 9 months to complete the final design and the preparation of the Construction / Bidding Documents. On April 23, 2020, the Board awarded a contract to Dudek for Environmental Studies as required for CEQA/ NEPA Compliance for the recommended WWTP upgrade and expansion design alternative. The timing of the environmental compliance & permitting work will coincide with the completion of the final design phase. Under our currently planned schedule, the District should plan on initiating the process of obtaining financing for the WWTP upgrade and expansion project during the third quarter of 2020, with the goal of having financing in place to advertise and award a construction project in 2021.

Although the District staff are aggressively researching and applying for grant funding opportunities, it is likely that, in order to meet our deadline, the District may need to pay out of pocket for some of the construction design work.

AERATOR PROJECT

Once design criteria are determined for the WWTF and it is determined that the aeration upgrade will be maintained with the plant expansion then staff will bring additional items to the board to facilitate the approval and construction of the aeration upgrade.

COUNT DOWN CLOCK

Notice issued – June 2018 Deadline given – March 2021 (2.9 years)

Time remaining— 5 months

FISCAL IMPACT

No impact resulting from this information.

RECOMMENDATION

This item is for information and discussion only.

Due to the limited time frame, this item will be updated monthly and the Board will likely have additional items for approval in conjunction with this report.

PREPARED BY:

Kelly Dodds

Kelly Dodds, Director of Utilities

Blaine Reely

Blaine Reely, Monsoon Consultants