



BOARD OF DIRECTORS

Ashley Sangster, President

Brendin Beatty, Director

Owen Davis, Director

Rod Smiley, Director

REGULAR MEETING AGENDA

Open Session 6:00 PM

601 12th Street San Miguel, CA Date: 12-18-2025

Item 10.4 has been revised

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

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

Public Comment: Sign in sheet at podium for public comment. Comments are **limited to three minutes**, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under item "Public Comment and Communications for items not on the agenda". Person(s) who wish to submit written correspondence, may do so at www.sanmiguelcsd.org. All correspondence is distributed to each Board Director and will become part of the record of that board meeting. Any member of the public may address the Board of Directors on items on the consent calendar.

Meeting Schedule: Regular Board of Director meetings are held on the fourth Thursday of each month at 6:00 P.M. Agendas are also posted at: www.sanmiguelcsd.org

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

1. **Call to Order**

2. **Roll Call**

Moment of silence for the late Director John Green.

3. **Approval of Regular Meeting Agenda**
4. **Pledge of Allegiance**
5. **Public Comment and Communications for items not on the agenda** *Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda (Gov Code 54954.2). Speakers are **limited to three minutes**. Please sign in with name and address at podium.*
6. **Special Presentations/Public Hearings/Other**
 1. Wave First Reading, Read by Title Only, and Introduce and An Ordinance of the San Miguel Community Services District Board of Directors Amending the San Miguel Community Services District Fire Code to Prohibit the Use or Sale of Fireworks. **(Approve by 3/5 vote)**(Pg. 6-10)
 2. Annual election of Board President and Vice President for calendar year 2026. **(Discuss and appoint president and vice president)** (Pg. 11)
7. **Non- District Reports**
 1. San Luis Obispo County Organizations
 2. Community Service Organizations
 3. Camp Roberts—Army National Guard
8. **Staff & Committee Reports - Receive & File**
 1. General Manager (Pg. 12-13)
 2. District Counsel
 3. District Utilities (Pg. 14-16)
 4. Fire Chief Report (Pg. 17-29)
9. **Consent Calendar** *The items listed below are scheduled for consideration as a group and one vote. Any Director may request an item be withdrawn from the Consent Agenda to discuss or to change the recommended course of action. Unless an item is pulled for separate consideration by the Board, the following items are recommended for approval without further discussion. Public Comment*
 1. 10-23-2025 Draft San Miguel CSD Board of Directors REGULAR meeting minutes **(approve by 3/5 vote)**(Pg. 30-37)
 2. 11-20-2025 Draft San Miguel CSD Board of Directors regular meeting minutes **(approve by 3/5 vote)**(Pg. 38-49)
 3. Authorize the San Miguel Fire Department, in partnership with the San Miguel Firefighters Association, to host Santa Clause at the San Miguel Fire Station **(Approve by 3/5 Vote)** (Pg. 50-52)
 4. Authorize the Fire Chief to administer and execute an Office of Traffic Safety (OTS) Grant

for \$12,600 including associated budget adjustments - Resolution 2025-45 (**Approve by 3/5 vote**) (Pg. 53-88)

5. 2025 Volunteer Fire Assistance Grant (VFA) acceptance by RESOLUTION 2025-46 (**Approve by 3/5 vote**) (Pg. 89-100)
6. Authorize the General Manager to act as authorized representative for Water Recycling Funding Program Grant (WRFPG) planning grant to evaluate and recommend potential uses of recycled water within the community of San Miguel by RESOLUTION 2025-43. (**Approve by 3/5 vote**) (Pg. 101-103)
7. **Release request for proposal**
Authorize the General Manager release a Request for Proposals (RFP) for removal and dewatering of biosolids from the Machado Wastewater Treatment Facility treatment ponds. (**Approve by 3/5 vote**) (Pg. 104-105)
8. **Release request for proposal**
San Lawrence Terrace Booster Pump Station Design (**Approve by 3/5 vote**) (Pg. 106-126)
9. Review and approve the 2025 Update and Audit to the District Sewer System Management Plan (SSMP) by RESOLUTION 2025-44 (**Approve by 3/5 Vote**) (Pg. 127-191)

10. Board Action Items

1. Adoption of San Miguel CSD Board of Director regular meeting dates for calendar year 2026 by RESOLUTION 2025-47 (Pg. 192-194)
2. Monthly claim detail and investment reports for October 2025 (**Recommend receive and file claim detail and investment report by 3/5 vote**) (Pg. 195-234)
When ancillary reports are provided they are for reference only and are subject to change.
3. Monthly claim detail and investment reports for November 2025 (**Recommend receive and file claim detail and investment report by Board consensus**) (Pg. 235-274)
When ancillary reports are provided they are for reference only and are subject to change.
4. Declaration of Board Member vacancy and vote to proceed with appointment or special election to fill the vacancy. (**Approve by 3/5 vote**) (Pg. 275-282)
5. Authorize the General Manager to contract with Awalt Engineering for repairs to Well 3, installation of a Variable Frequency Drive (VFD) at Well 3 and associated budget adjustment up to \$26,000 by RESOLUTION 2025-XX (**Approve by 3/5 vote**) (Pg. 283-284)
6. Tabled from 10/23/2025 Board meeting
Authorize the General Manager to execute a Not to Exceed, Time and Material Contract with Water System Consulting (WSC) for program management support through permitting and construction phases of the Expansion and Upgrade of the Machado WWTF by RESOLUTION 2025-41 (**Approve by 3/5 vote**) (Pg. 285-290)
7. Review and approve contract amendments, # 7 and #8, with Wallace Group for additional work related to the separation and preparation of separate construction documents, bid phase support, and support during construction for 1) The installation and connection of the

switchgear purchased under separate board action and 2) Construction of perimeter fencing around the Machado WWTF expansion parcel. (**Approve by 3/5 vote**) (Pg. 291-300)

8. Authorize the General Manager to contract with Geo Solutions in an amount not to exceed \$11,920 for soils engineering and boring work, and SWCA in an amount not to exceed \$32,274 for environmental work, related to the SLT Booster Station design and Tank site with related budget adjustment by RESOLUTION 2025-50 (**Approve by 3/5 Vote**) (Pg. 301-314)

9. Continued from 11/20/2025 Board meeting
Discussion on District administrative office space and potential alternatives to relocate the offices away from the Machado Wastewater Treatment Facility for administrative staff.
(**Approve by 3/5 vote**) (Pg. 315-319)
Requested by Directors Green and Davis 2/27/2025 and 6/26/2025

10. Continuation of 9/25/2025 Board Meeting
Discussion on proposed District Facility Use Policy RESOLUTION 2025-40 (**Provide direction to staff or approve by 3/5 vote**) (Pg. 320-331)
Requested by Director Green, Sangster & Davis

11. Continued from 11/20/2025 Board meeting
Provide direction on the installation and use of a red light outside the Temporary Housing Unit (THU). (**Provide direction by 3/5 vote**) (Pg. 332)
Requested by Director Green and Davis at September 2025 Board meeting

11. **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.*

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

CLOSED SESSION ADMONISHMENT:

The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waiver of the privilege.

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code, § 54957(b)(1))** Title: Fire Chief

2. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code, § 54956.8)** Property: Assessor's Parcel Numbers 027-420-016

Agency Negotiator: Kelly Dodds

Negotiating Parties: Tannahill Ranch II LLC

Under Negotiation: Price and terms of payment for real property purchase

13. **Report out of Closed Session**

14. Adjournment to Next Regular Meeting

ATTEST:

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

I, Tamara Parent, Board Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSD office.

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 6.1

SUBJECT: Wave First Reading, Read by Title Only, and Introduce and An Ordinance of the San Miguel Community Services District Board of Directors Amending the San Miguel Community Services District Fire Code to Prohibit the Use or Sale of Fireworks. **(Approve by 3/5 vote)**(Pg. 6-10)

SUGGESTED ACTION:

Waive First Reading, Read by Title Only, and Introduce and An Ordinance of the San Miguel Community Services District Board of Directors Amending the San Miguel Community Services District Fire Code to Prohibit the Use or Sale of Fireworks.

DISCUSSION:

In 2023, the District adopted the California Fire Code with local amendments, including a provision allowing the sale and use of “Safe and Sane Fireworks” as defined by California Health and Safety Code section 12529. At that time, the Board determined that limited fireworks activity under controlled conditions was acceptable and consistent with community expectations.

Since 2023, wildfire risk within the District has significantly increased due to ongoing drought, high fuel loads, and evolving climate conditions. The District’s Fire Department has responded to multiple fire starts associated with consumer fireworks in recent years. Neighboring jurisdictions have also enacted stricter regulations or bans due to heightened fire danger.

California Health and Safety Code section 12541 expressly authorizes local jurisdictions—including community services districts exercising fire protection authority—to regulate or prohibit fireworks within their boundaries. Government Code section 61060 similarly authorizes the District to adopt ordinances necessary for fire protection and public safety.

Given the current environmental conditions, certain Board members and members of the community have expressed that continued authorization of safe and sane fireworks presents an unacceptable risk to life and property. Therefore, staff has prepared an ordinance that would prohibit both the sale and the use of safe and sane fireworks within the District.

The proposed Ordinance would:

1. Prohibit the sale, offer for sale, distribution, or possession for sale of safe and sane fireworks within District boundaries.
2. Prohibit the use, discharge, or ignition of safe and sane fireworks within the District.
3. Allow exceptions only for professional public fireworks displays conducted under a valid permit issued pursuant to Health and Safety Code sections 12570–12616.
4. Repeal or amend conflicting provisions from the District’s 2022 Fire Code adoption ordinance.

5. Provide enforcement mechanisms, including misdemeanor, infraction, or administrative citation authority consistent with Government Code section 53069.4.

FISCAL IMPACT:

The fees collected for safe and sane fireworks permits were only utilized to offset associated staffing and inspection costs. The prohibition of the use or sale of safe and sane fireworks within the District will result in less anticipated/ planned staffing costs associated with emergency response related to safe and sane fireworks during the time.

Without funding that pays for staffing during the Safe and Sane Fireworks sales period, costs related to use of illegal fireworks may become a financial burden on the public, sheriff and Fire Department for cost related to responding to and mitigating or repairing damage from illegal fireworks.

PREPARED BY: Christina Pritchard



SAN MIGUEL COMMUNITY SERVICES DISTRICT

ORDINANCE 02-2025

AN ORDINANCE OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT ("DISTRICT") PROHIBITING THE USE OR SALE OF FIREWORKS

WHEREAS, the San Miguel Community Services District ("District") exercises fire protection authority pursuant to Government Code section 61060, and Health & Safety Code sections 13870-13879; and

WHEREAS, in 2023, the District adopted Ordinance No. 01-2023 adopting the California Fire Code with local amendments allowing the sale and use of "Safe and Sane Fireworks" as defined in Health & Safety Code section 12529; and

WHEREAS, local climatic, geographic, and topographic conditions—including sustained drought, high fuel loads, wildland-urban interface proximity, and historically elevated fire danger—create significant risk associated with the use of fireworks of any type; and

WHEREAS, Health & Safety Code section 12541 authorizes local jurisdictions to prohibit or regulate fireworks; and

WHEREAS, the District Board of Directors ("Board") finds that continued allowance of the sale and use of safe and sane fireworks presents an unacceptable risk to the health, safety, and welfare of the District; and

WHEREAS, the Board therefore desires to amend its 2023 Fire Code adoption to prohibit both the sale and use of safe and sane fireworks within the District.

NOW, THEREFORE, BE IT ORDAINED BY THE SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AS FOLLOWS:

Section 1. Title.

This Ordinance shall be known as the "Fireworks Regulation and Prohibition Ordinance."

Section 2. Purpose.

The purpose of this Ordinance is to protect life and property by prohibiting the sale and use of safe and sane fireworks and removing any conflicting prior provisions. As used herein, “safe and sane fireworks” shall mean those fireworks defined as “Safe and Sane” in California health and Safety Code Section 12529 and classified by the State Fire Marshall as “Safe and Sane” in accordance with Section 12562 of the Health and Safety Code.

Section 3. Prohibition on the Sale of Safe and Sane Fireworks.

A. Prohibition.

No person shall sell, offer for sale, possess for sale, or distribute safe and sane fireworks, as defined in Health & Safety Code section 12529, within the jurisdiction of the District.

B. Repeal of Conflicting Provisions.

Any prior ordinance or local amendment authorizing such sales is hereby repealed or amended to the extent of conflict.

Section 4. Prohibition on the Use of Safe and Sane Fireworks.

A. Use Prohibited.

No person shall ignite, discharge, use, or possess for the purpose of use any safe and sane fireworks within the District.

B. Possession During Prohibited Period.

Possession of fireworks during times when their use is prohibited shall constitute prima facie evidence of an intent to use them in violation of this Ordinance, except where such possession is incidental to lawful transportation through the District.

D. No Impairment of State Law Enforcement.

This Ordinance shall not be construed to permit any activity otherwise prohibited under state law or the California Fire Code.

Section 5. Enforcement and Penalties.

Except as provided in Section 12702 of the Health and Safety Code, any person who violates any provision of Section 4 of this Ordinance, or any regulations issued pursuant thereto, is guilty of misdemeanor, and upon conviction shall be punished by a fine of not less than Five Hundred Dollars (\$500.00) and no more than One Thousand Dollars (\$1,000.00), and/or by imprisonment in the San Luis Obispo County Jail not exceeding one year. Each sale, use, or attempted sale/use constitutes a separate violation.

Section 6. CEQA

The District finds that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Sections 15061(b)(3) and 15308 on the grounds

that it can be seen with certainty that the prohibition of the sale and use of fireworks, as provided for in this Ordinance will not have a significant effect on the environment and that the new requirements, which are more restrictive on the handling, use, and sales of fireworks, represent actions by a regulatory agency for the protection of the public health, welfare, and the environment.

Severability.

If any part of this Ordinance is found invalid, the remaining provisions continue in full force and effect.

Section 7. Effective Date.

This Ordinance shall take effect thirty (30) days after adoption.

This Ordinance was introduced at a special meeting of the Board of Directors of the San Miguel Community Services District, held on the 4th day of December 2025, and given its first reading at said meeting. Said Ordinance was given a second reading and adopted after a public hearing at a regular meeting of the Board of Directors held on the ____ day of _____, 20____, and after such reading, Director _____, who moved its adoption, seconded by Director _____, and said ordinance was thereupon adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kelly Dodds, General Manager

Christina M. Pritchard, Deputy General Counsel

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 6.2

SUBJECT: Annual election of Board President and Vice President for calendar year 2026. (**Discuss and appoint president and vice president**) (Pg. 11)

SUGGESTED ACTION: Nominate and Elect Board of Director Officers for calendar year 2026:

A.1. President

A.2 Vice-President

Voice vote of 3/5 for President and Vice President respectively

DISCUSSION:

The Board of Directors (“Board”) of San Miguel Community Services District (“District”) elected Ashley Sangster to serve as Board President with the presidential term expiring in December 2025.

The Board of Directors (“Board”) of San Miguel Community Services District (“District”) elected John Green to serve as Board Vice-President with the vice presidential term expiring in December 2025.

District Board Rules & By laws provides for the annual election of Board officers, specifically President and Vice-President. Chapter 2.C of the District Board By-laws states that *The President and Vice-President of the Board shall be elected annually at the first regular meeting in December.* No Specific procedures for nomination and election of officers are delineated.

Current Officers:

President: Ashley Sangster

Vice-President: John Green

Nominations:

President: _____ S: _____

Vice-President: _____ S: _____

The Board should nominated and vote on a president, after a president is approved then the board should nominate and vote on a vice president.

FISCAL IMPACT:

No costs are anticipated other then the staff and legal time to bring this report to the Board, as well as staff time to update forms and the District website as necessary.

PREPARED BY: Tamara Parent

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 8.1

SUBJECT: General Manager (Pg. 12-13)

SUGGESTED ACTION: Receive report

DISCUSSION:

I encourage any Board member or member of the public with questions, comments, or complaints about the District operations to contact me at the District office or by email.

District Office phone: 805-467-3388 and My email: kelly.dodds@sanmiguelcsd.org

If an inquiry is outside of the Districts scope we will usually be able to direct individuals to the responsible organization or department.

General information about the District can also be found on the District website
[-https://www.sanmiguelcsd.org/](https://www.sanmiguelcsd.org/)

OFFICE CLOSURES:

Christmas/ New Years Closure

Office closed at noon on 12/23/25

Office closed from 12/24/25 thru 1/2/26 reopening on Monday 1/5/25

Useful information:

Senate Bill 852, signed into law in October 2025, includes amendments to the Political Reform Act that affect how certain public officials file their Statement of Economic Interests (Form 700). Specifically, Section 18700.3(b) now requires electronic filing through the Fair Political Practices Commission (FPPC) for officials who manage public investments.

Form 700 Filing Process (Effective 2026) and should receive an email from FPPC in December 2025.

- Filings must be submitted via the FPPC's Electronic Filing Portal:
https://www.fppc.ca.gov/Form700/Link_To_Efiling_Portal.html
- Paper filings will no longer be accepted by the FPPC for these roles.
- Filers must obtain login credentials and ensure timely submission.
- Late filings may result in penalties up to \$5,000.

When to File

- Annual Statement: Due by April 1 each year.
- Assuming Office Statement: Due within 30 days of taking office.
- Leaving Office Statement: Due within 30 days of leaving office.

Contact the FPPC at form700@fppc.ca.gov or call 1-866-275-3772 for assistance.

San Miguel CSD BOD file with: County of SLO electronically or paper

San Miguel GSA Board file with: FPPC electronically only

San Miguel Public Officials who Manage Public Investments (SB852) file with: FPPC electronically only

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 8.3

SUBJECT: District Utilities (Pg. 14-16)

SUGGESTED ACTION: Receive and file

DISCUSSION:

Well Status:

- Well 4 is operational – Well Level 113’ 10/3/25 (STATIC)
- Well 3 is operational – Well Level 105’ 10/3/25 (STATIC)
- SLT Well is operational -Well Level 85’ 10/3/25 (STATIC)

Water System status:

Water leaks this month: 1 Calendar year 2025: 5

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

- Main break in the K St. alley near 12th St., repaired.

Sewer System status:

Sewer overflows this month: 0 Calendar year 2025: 0

Sewer related calls through the alarm company after hours this month: 0

- .

Central Coast Regional Water Resources Control Board:

- Advising the water board on daily status of the WWTF percolation rates and use of spray field
- Requested temporary permit amendment to use the spray field through next year.

State Water Resources Control Board (SWRCB):

- .

Division of Water Resources (DWR):

- .

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

- .

Billing related activity:(as of 12-9-2025)

- **Total active accounts**
- 919 water accounts
- 819 wastewater accounts
- 25 accounts 60 days past due
- 3 accounts have started an arrangement.
- **Service orders this month**
- 11 service orders issued and completed

Lighting/ Landscaping status:

- RFP on future agenda for approval for release.

Solid Waste:

- Household Hazardous Waste Facility (HHWF)
 - Project funding approved by Integrated Waste Management Authority (IWMA)
 - Waiting on IWMA for plan design.
- Mattress recycling
 - Mattresses are accepted by appointment only, Monday, Wednesday, Friday between 8 am and 11 am.
- E-Waste collection
 - E-waste is accepted Monday, Wednesday, Friday between 8 am and 11 am.

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

- .

Project status:

- **WWTF status:**
 - Nearing 100% plan completion
 - Continuing to review additional grant and financing options.
 - Our state project manager is currently processing our construction agreement
- **Replacement water tank and pump station on east side of river/ water line replacement.** (21007) started February 2022
 - **(POTENTIALLY GRANT FUNDED)**
 - Delayed pending funding.
 - Easement of the proposed property was completed and granted 6/2/2025
- **Alley water line relocation 10th St to San Luis Obispo St**
 - Work completed 4/16/25
 - Reimbursement has been received for \$270,000. \$30,000 retainer pending final completion approval.
- **Sewer lining and manhole rehabilitation project** (21008) started February 2021
 - **(100% GRANT FUNDED)**
 - Report accepted by the Board 8/2024
 - WSC finalizing deliverables per the grant.
 - WSC looking at options for sewer main realignment at the 11th street railroad crossing.
 - Preparing a construction grant application to perform repairs.
- **Cost of Service Rate Study WASTEWATER** (22005) started June 2022
 - Once final costs and grant funds are identified and the rate study will be revised and return to the Board.

- **Well monitoring and metering project**

- Well meters have been installed and are online.
- Working with the County Groundwater Sustainability Department to work collaboratively on a well monitoring program.

Staffing

- Vacant position(s).
 - WWTF Operator Lead
 - WWTF Operator
 - Field Operator

SLO County in San Miguel:

-

Caltrans in San Miguel:

- Wellsona undercrossing construction is underway.

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 8.4

SUBJECT: Fire Chief Report (Pg. 17-29)

SUGGESTED ACTION: Receive and File

DISCUSSION:

Equipment:

1. All San Miguel Fire Department (SMFD) engines are currently in service.

Cost Recovery:

1. San Miguel Fire (SMF) is continuing to submit qualifying incidents for reimbursement. See financial report for the details.

Grants:

2023/2024/2025 Grants

1. The 2025 Office of Traffic Safety (OTS) Grant opened in January 2025, San Miguel Fire (SMF) applied for the 2025 Office of Traffic Safety (OTS) Grant for additional auto extrication equipment. Award notification has been received and responded to. The final document is in the Consent Agenda Item 9.5 Resolution 2025-45.
2. The 2025 Assistance to Firefighters Grant (AFG) opened 11/11/2024 and San Miguel Fire (SMF) applied for this grant again for respiratory safety equipment. No status update is available as of 4/8/2025.
3. The 2025 Staffing for Adequate Fire and Emergency Response Grant (SAFER) was submitted on July 3, 2025 at 6.28AM. Board approved Resolution 2025-01 authorizing the Fire Chief to represent the District in this application. Approval status is pending.
4. The 2025/2026 Volunteer Fire Assistance (VFA) Grant application was submitted on April 29, 2025. SMF was awarded the grant and the final documentation has been placed in the Consent Agenda Item 9.6 Resolution 2025-46 .
5. Final billing reimbursement for the 2024/2025 VFD was submitted and reimbursement payment has been received.
6. San Miguel Fire (SMF) applied for Federal Emergency Management Agency (FEMA) grant funding to construct an Emergency Operations Center (EOC). \$1,027.00 in Federal Emergency Management Agency (FEMA) funding has been earmarked for this project and is at the Federal level waiting for release. Updated letters of support were requested. Updated letters were received and sent forward.

Training:

1. Regular weekly training is continuing to adhere to the annual training schedule.
2. Additional engine company training has been occurring during the week as schedules allow.
3. Additional outside training shall commence as courses become available.
4. 1- Recruit is currently attending the Allan Hancock Firefighter Academy in August 2025.

San Luis Obispo County Fire Chiefs Association:

Fire Chief Young was again appointed as the County Fire Chiefs Association representative to SLOFIST. Regular monthly meetings are being attended.

San Miguel Advisory Council:

No update, a District Fire Chief Report is being provided for San Miguel Advisory Council (SMAC) monthly meetings and Chief Young attends the monthly meetings as scheduling allows.

Temporary Housing Unit:

- Is being utilized as intended.

Multi Jurisdiction Hazard Mitigation Plan (MJHMP)

- Update is pending.

International Origination for Standardization (ISO)

- 2025/2026 ISO final review meeting was conducted on October 6, 2025. Documentation was presented and the updated ISO rating will be available in 2-4 month.

Community Outreach

- SMF has been assisting with and providing informational handouts at the Senior Center during their Meals That Connect program.
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FISCAL IMPACT:

None

PREPARED BY: Scott Young

San Miguel Fire Department

San Miguel, CA

This report was generated on 12/9/2025 3:01:29 PM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 11/01/2025 | End Date: 11/30/2025

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
11/01/2025 06:30:00	11/02/2025 08:30:00	DAYBOOK	8600		26.00
11/02/2025 08:30:00	11/03/2025 08:30:00	DAYBOOK	8600		24.00
11/03/2025 08:30:00	11/04/2025 08:30:00	DAYBOOK	SMF 1		24.00
11/03/2025 15:10:00	11/03/2025 15:35:00	INCIDENT	E8696	Incident 2025-226 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1895 San Marcos RD	0.42
11/04/2025 08:30:00	11/05/2025 08:30:00	DAYBOOK	SMF 1		24.00
11/04/2025 17:19:00	11/04/2025 17:47:00	INCIDENT	8600	Incident 2025-227 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1375 L ST	0.47
11/04/2025 18:00:00	11/04/2025 22:00:00	DAYBOOK		EMS : EMS Lead Instructor: Young, Scott P	4.00
11/05/2025 08:30:00	11/06/2025 08:30:00	DAYBOOK	SMF 1		24.00
11/05/2025 09:00:00	11/05/2025 12:00:00	DAYBOOK	8600	County Fire Chiefs Meeting at Camp Roberts	3.00
11/06/2025 08:30:00	11/06/2025 10:00:00	DAYBOOK	8600		1.50
11/07/2025 06:00:00	11/07/2025 08:00:00	DAYBOOK	8600		2.00
11/08/2025 15:00:00	11/08/2025 17:00:00	DAYBOOK	8600		2.00
11/09/2025 19:00:00	11/10/2025 08:30:00	DAYBOOK	8600		13.50
11/10/2025 08:30:00	11/11/2025 08:30:00	DAYBOOK	SMF 1		24.00
11/10/2025 13:02:00	11/10/2025 13:11:00	INCIDENT	8600	Incident 2025-230 - Malicious, mischievous false call, other: Apparatus 8600 responded to 1601 L ST	0.15
11/11/2025 08:30:00	11/12/2025 08:30:00	DAYBOOK	SMF 1		24.00
11/14/2025 08:30:00	11/15/2025 06:30:00	DAYBOOK	SMF 1		22.00
11/14/2025 10:43:00	11/14/2025 10:46:00	INCIDENT	8600	Incident 2025-231 - Outside rubbish, trash or waste fire: Apparatus 8600 responded to 10th ST	0.05
11/14/2025 14:00:00	11/16/2025 08:30:00	DAYBOOK	8600		42.50
11/14/2025 15:26:00	11/14/2025 15:52:00	INCIDENT	E8696	Incident 2025-232 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 795 SLO Monterey RD	0.43
11/15/2025 08:30:00	11/17/2025 08:30:00	DAYBOOK	8600		48.00
11/16/2025 03:35:00	11/16/2025 03:44:00	INCIDENT	8600	Incident 2025-233 - Dispatched & cancelled en route: Apparatus 8600 responded to HWY 101 SB	0.15
11/16/2025 11:19:00	11/16/2025 11:39:00	INCIDENT	8600	Incident 2025-234 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1116 K ST	0.33
11/17/2025 08:30:00	11/18/2025 08:30:00	DAYBOOK	SMF 1		24.00
11/18/2025 08:30:00	11/19/2025 08:30:00	DAYBOOK	SMF 1		24.00
11/18/2025 10:00:00	11/18/2025 11:30:00	DAYBOOK	SMF 1	RC Eval	1.50
11/18/2025 15:24:00	11/18/2025 15:42:00	INCIDENT	8600	Incident 2025-235 - Public service assistance, other: Apparatus 8600 responded to 1101 K ST	0.30
11/19/2025 08:30:00	11/20/2025 08:30:00	DAYBOOK	SMF 1		24.00
11/19/2025 19:00:00	11/19/2025 22:00:00	DAYBOOK	8600	SMAC Meeting	3.00
11/20/2025 08:30:00	11/21/2025 06:00:00	DAYBOOK	SMF 1		21.50
11/23/2025 17:30:00	11/24/2025 08:30:00	DAYBOOK	8600		15.00
11/24/2025 08:21:00	11/24/2025 08:42:00	INCIDENT	8600	Incident 2025-238 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 340 15th ST	0.35
11/24/2025 08:30:00	11/25/2025 08:30:00	DAYBOOK	SMF 1		24.00

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



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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
11/24/2025 09:40:00	11/24/2025 10:07:00	INCIDENT	E8696	Incident 2025-239 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 998 10th ST	0.45
11/25/2025 08:30:00	11/26/2025 08:30:00	DAYBOOK	SMF 1		24.00
11/26/2025 08:30:00	11/27/2025 08:30:00	DAYBOOK	SMF 1		24.00
11/26/2025 09:28:00	11/26/2025 09:34:00	INCIDENT	E8696	Incident 2025-240 - Alarm system activation, no fire - unintentional: Apparatus E8696 responded to 775 Mission ST	0.10
11/26/2025 12:17:00	11/26/2025 12:40:00	INCIDENT	8600	Incident 2025-241 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1997 San Buenavenaventura WAY	0.38
11/26/2025 19:42:00	11/26/2025 20:13:00	INCIDENT	8600	Incident 2025-242 - CO detector activation due to malfunction: Apparatus 8600 responded to 1615 Aldo WAY	0.52
11/27/2025 08:30:00	11/27/2025 08:45:00	INCIDENT	8600	Incident 2025-243 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 606 N River RD	0.25
11/27/2025 08:30:00	11/28/2025 08:30:00	DAYBOOK	8600		24.00
11/27/2025 12:51:00	11/27/2025 13:20:00	INCIDENT	8600	Incident 2025-244 - Smoke detector activation due to malfunction: Apparatus 8600 responded to 1303 Verde PL	0.48
11/27/2025 18:55:00	11/27/2025 19:10:00	INCIDENT	8600	Incident 2025-245 - Good intent call, other: Apparatus 8600 responded to N HWY 101 & S Mission St	0.25
11/29/2025 01:16:00	11/29/2025 01:50:00	INCIDENT	8600	Incident 2025-246 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1445 K ST	0.57
11/29/2025 05:05:00	11/29/2025 05:18:00	INCIDENT	8600	Incident 2025-247 - Alarm system activation, no fire - unintentional: Apparatus 8600 responded to 775 Mission ST	0.22
Total Hours for: Young, Scott P					523.37
Total of all Personnel Hours					523.37

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 12/9/2025 3:03:24 PM



Effective Response Force Times by Incident for Date Range

Agencies On Scene: All Agencies | Census Tract(s): All Census Tracts | Cities: All Cities | Map Page(s): All Map Pages | Mutual Aid: All Types and None | Primary Action (s) Taken: All Codes | Property Use(s): All Types and None | Response Mode(s): All Response Modes | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Station(s): All Stations | Complaints Reported by Dispatch: All Complaints Reported by Dispatch | Start Date: 11/01/2025 | End Date: 11/30/2025

Incident Date	Incident #	Losses - Property	Losses - Contents	Alarm Time	Total Personnel - Effective Response	First On Scene Apparatus	Last On Scene Apparatus	Earliest Turnout	Call Processing Time	First Unit Total Response Time	First Unit Travel Time	Total Travel Time Effective Response	Total Response Time Effective Response
11/01/2025	2025-225	0	0	07:29:00	1	E8696	E8696	06:00	00:00	00:09:00	00:03:00	00:03:00	00:09:00
11/03/2025	2025-226	0	0	15:10:00	3	E8696	E8696	01:00	00:00	00:10:00	00:09:00	00:09:00	00:10:00
11/04/2025	2025-227	0	0	17:19:00	3	E8696	E8696	05:00	00:00	00:08:00	00:03:00	00:03:00	00:08:00
11/10/2025	2025-230	0	0	13:02:00	3	8600	8600	01:00	00:00	00:06:00	00:05:00	00:05:00	00:06:00
11/14/2025	2025-231	0	0	10:43:00	1	8600	8600	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
11/14/2025	2025-232	0	0	15:26:00	3	E8696	E8696	00:00	00:00	00:01:00	00:01:00	00:01:00	00:01:00
11/16/2025	2025-234	0	0	11:19:00	1	8600	8600	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
11/18/2025	2025-235	0	0	15:24:00	4	E8668	E8668	00:00	00:00	00:01:00	00:01:00	00:01:00	00:01:00
11/22/2025	2025-236	0	0	09:09:00	1	E8696	E8696	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
11/22/2025	2025-237	0	0	19:26:00	2	E8696	E8696	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
11/24/2025	2025-238	0	0	08:21:00	3	8600	8600	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
11/24/2025	2025-239	0	0	09:40:00	3	E8696	E8696	01:00	00:00	00:11:00	00:10:00	00:10:00	00:11:00
11/26/2025	2025-240	0	0	09:28:00	4	E8696	E8696	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
11/26/2025	2025-241	0	0	12:17:00	4	8600	8600	01:00	00:00	00:05:00	00:04:00	00:04:00	00:05:00
11/26/2025	2025-242	0	0	19:42:00	1	8600	8600	00:00	00:00	00:04:00	00:04:00	00:04:00	00:04:00
11/27/2025	2025-243	0	0	08:30:00	1	8600	8600	01:00	00:00	00:10:00	00:09:00	00:09:00	00:10:00
11/27/2025	2025-244	0	0	12:51:00	3	E8696	E8696	05:00	00:00	00:09:00	00:04:00	00:04:00	00:09:00
11/27/2025	2025-245	0	0	18:55:00	2	8600	8600	00:00	00:00	00:04:00	00:04:00	00:04:00	00:04:00
11/29/2025	2025-246	0	0	01:16:00	2	8600	8600	01:00	00:00	00:10:00	00:09:00	00:09:00	00:10:00
11/29/2025	2025-247	0	0	05:05:00	2	8600	8600	01:00	00:00	00:07:00	00:06:00	00:06:00	00:07:00

This is a custom report. Only Reviewed Incidents are included. Cancelled Apparatus are excluded. Only apparatus and personnel from the earliest Dispatch Time are included in this report. Travel Time is Enroute Time to Arrive Time. Total Travel Time for the Effective Response Force (ERF) is the difference between the apparatus with the earliest Enroute Time and the apparatus with the last Arrived Time. Total Travel Time for the ERF is calculated from units that were part of the earliest Dispatch Time. Total Response Time for the ERF is earliest Alarm Time to the last Arrive Time.



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San Miguel Fire Department

San Miguel, CA

This report was generated on 12/9/2025 3:05:30 PM



Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 11/01/2025 | End Date: 11/30/2025

INCIDENT NUMBER	INCIDENT TYPE	DATE	INCIDENT STATUS	LOCATION	APPARATUS
Zone: AAS - Auto Aid South					
2025-226	321	11/03/2025	Reviewed	1895 San Marcos RD	E8696
2025-228	321	11/08/2025	Reviewed	1415 San Marcos RD	E8696
AAS - Auto Aid South Incidents: 2					
Zone: AAW - Auto Aid West					
2025-239	321	11/24/2025	Reviewed	998 10th ST	E8696
AAW - Auto Aid West Incidents: 1					
Zone: BOB - Camp Roberts					
2025-233	611	11/16/2025	Reviewed	HWY 101 SB	8600, E8696
BOB - Camp Roberts Incidents: 1					
Zone: CSD - CSD Limits					
2025-227	321	11/04/2025	Reviewed	1375 L ST	8600, E8696
2025-231	151	11/14/2025	Reviewed	10th ST	8600
2025-232	321	11/14/2025	Reviewed	795 SLO Monterey RD	E8696
2025-234	321	11/16/2025	Reviewed	1116 K ST	8600
2025-235	550	11/18/2025	Reviewed	1101 K ST	8600, E8668
2025-236	321	11/22/2025	Reviewed	1515 L ST	E8696
2025-237	745	11/22/2025	Reviewed	775 Mission ST	E8696
2025-238	321	11/24/2025	Reviewed	340 15th ST	8600, E8696
2025-240	745	11/26/2025	Reviewed	775 Mission ST	E8696
2025-243	321	11/27/2025	Reviewed	606 N River RD	8600
2025-244	733	11/27/2025	Reviewed	1303 Verde PL	8600, E8696
2025-245	600	11/27/2025	Reviewed	N HWY 101 & S Mission St	8600, E8696
2025-246	321	11/29/2025	Reviewed	1445 K ST	8600, E8696
2025-247	745	11/29/2025	Reviewed	775 Mission ST	8600, E8696
CSD - CSD Limits Incidents: 14					
Zone: LLS - Lillian Larson School					
2025-230	710	11/10/2025	Reviewed	1601 L ST	8600, E8696
LLS - Lillian Larson School Incidents: 1					
Zone: MH - Mission Heights					
2025-241	321	11/26/2025	Reviewed	1997 San Buenavenaventura WAY	8600, P8651
MH - Mission Heights Incidents: 1					
Zone: MM - Mission Meadows					
2025-225	321	11/01/2025	Reviewed	815 Sebastian CT	E8696

Displays incidents for a given zone and incident status over a given date range. Grouped by Zone.

2025-242	736	11/26/2025	Reviewed	1615 Aldo WAY	8600
MM - Mission Meadows Incidents: 2					
Zone: PSHH - Peoples Self Help Housing					
2025-229	611	11/09/2025	Reviewed	970 Makewe AVE	E8696
PSHH - Peoples Self Help Housing Incidents: 1					
Total Incidents: 23					

Displays incidents for a given zone and incident status over a given date range. Grouped by Zone.



San Miguel Fire Department

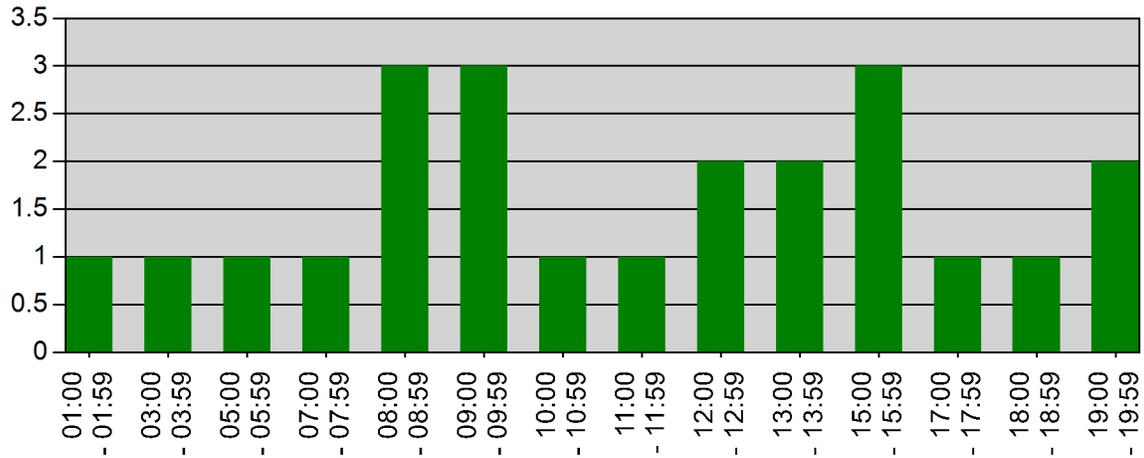
San Miguel, CA

This report was generated on 12/9/2025 3:07:06 PM



Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 11/01/2025 | End Date: 11/30/2025



TIME	COUNT
01:00 - 01:59	1
03:00 - 03:59	1
05:00 - 05:59	1
07:00 - 07:59	1
08:00 - 08:59	3
09:00 - 09:59	3
10:00 - 10:59	1
11:00 - 11:59	1
12:00 - 12:59	2
13:00 - 13:59	2
15:00 - 15:59	3
17:00 - 17:59	1
18:00 - 18:59	1
19:00 - 19:59	2

Only REVIEWED incidents included



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San Miguel Fire Department

San Miguel, CA

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

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 11/01/2025 | End Date: 11/30/2025

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: AAS - Auto Aid South					
Rescue & Emergency Medical Service					
	Lights and Sirens	9:00	0:00	1:00	10:00
Zone: AAW - Auto Aid West					
Rescue & Emergency Medical Service					
	Lights and Sirens	10:00	0:00	1:00	11:00
Zone: CSD - CSD Limits					
Fires					
	Lights and Sirens	0:00	0:00	0:00	0:00
Rescue & Emergency Medical Service					
	Lights and Sirens	4:00	0:00	2:26	6:26
Service Call					
	No Lights or Sirens	1:00	0:00	0:00	1:00
Good Intent Call					
	Lights and Sirens	4:00	0:00	0:00	4:00
False Alarm & False Call					
	Lights and Sirens	3:45	0:00	2:45	6:30
Zone: LLS - Lillian Larson School					
False Alarm & False Call					
	Lights and Sirens	5:00	0:00	1:00	6:00
Zone: MH - Mission Heights					
Rescue & Emergency Medical Service					
	Lights and Sirens	4:00	0:00	1:00	5:00
Zone: MM - Mission Meadows					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:00	0:00	6:00	9:00
False Alarm & False Call					
	Lights and Sirens	4:00	0:00	0:00	4:00

CFAI Compliant - Report calculates the average time difference between (ALARM to DISPATCH = Avg Dispatch) and (DISPATCH to ENROUTE = Avg Turnout) and (ALARM to ARRIVAL = Avg Response). Only REVIEWED incidents are included. When no data is provided for ENROUTE times this report makes the assumption it is the same as the Dispatch Time

San Miguel Fire Department

San Miguel, CA

This report was generated on 12/9/2025 3:09:15 PM



Average Number of Responding Personnel per Incident Type for Date Range

StartDate: 11/01/2025 | EndDate: 11/30/2025

INCIDENT TYPE	AVG. # PERSONNEL
151 - Outside rubbish, trash or waste fire	1
321 - EMS call, excluding vehicle accident with injury	2
550 - Public service assistance, other	4
600 - Good intent call, other	2
611 - Dispatched & cancelled en route	3
710 - Malicious, mischievous false call, other	3
733 - Smoke detector activation due to malfunction	3
736 - CO detector activation due to malfunction	1
745 - Alarm system activation, no fire - unintentional	2

Reviewed Incidents only.



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San Miguel Fire Department

San Miguel, CA

This report was generated on 12/9/2025 3:10:53 PM



Incident Count by Weekday and Hour for Zone for Shift for Date Range

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 11/01/2025 | End Date: 11/30/2025

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0
03:00	1	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	1
06:00	0	0	0	0	0	0	0
07:00	0	0	0	0	0	0	1
08:00	1	1	0	0	1	0	0
09:00	0	1	0	1	0	0	1
10:00	0	0	0	0	0	1	0
11:00	1	0	0	0	0	0	0
12:00	0	0	0	1	1	0	0
13:00	0	1	0	0	0	0	1
14:00	0	0	0	0	0	0	0
15:00	0	1	1	0	0	1	0
16:00	0	0	0	0	0	0	0
17:00	0	0	1	0	0	0	0
18:00	0	0	0	0	1	0	0
19:00	0	0	0	1	0	0	1
20:00	0	0	0	0	0	0	0
21:00	0	0	0	0	0	0	0
22:00	0	0	0	0	0	0	0
23:00	0	0	0	0	0	0	0
Total Responses for Day	3	4	2	3	3	2	6
% of Responses for Day	33.33%	25.00%	50.00%	33.33%	33.33%	50.00%	16.67%
% of Responses for Week	13.04%	17.39%	8.70%	13.04%	13.04%	8.70%	26.09%

Hour	Total per Hour	Percent
00:00	0	0.00%
01:00	1	4.35%
02:00	0	0.00%
03:00	1	4.35%
04:00	0	0.00%
05:00	1	4.35%
06:00	0	0.00%
07:00	1	4.35%
08:00	3	13.04%
09:00	3	13.04%
10:00	1	4.35%
11:00	1	4.35%
12:00	2	8.70%
13:00	2	8.70%
14:00	0	0.00%
15:00	3	13.04%
16:00	0	0.00%
17:00	1	4.35%
18:00	1	4.35%
19:00	2	8.70%
20:00	0	0.00%
21:00	0	0.00%
22:00	0	0.00%
23:00	0	0.00%
Total	23	100.00%

Incident Count by Weekday and Hour for Zone, for Shift and Date Range. Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Maximum call volumes for each day are shown with a RED background, and maximum call volumes for each hour are shown with a BLUE background. "% of Responses for Day" indicates the maximum hourly call volume as percentage of total calls for the day of the week. "% of Responses for Week" indicates the total number of calls for the day of the week as a percentage of total calls.

San Miguel Fire Department

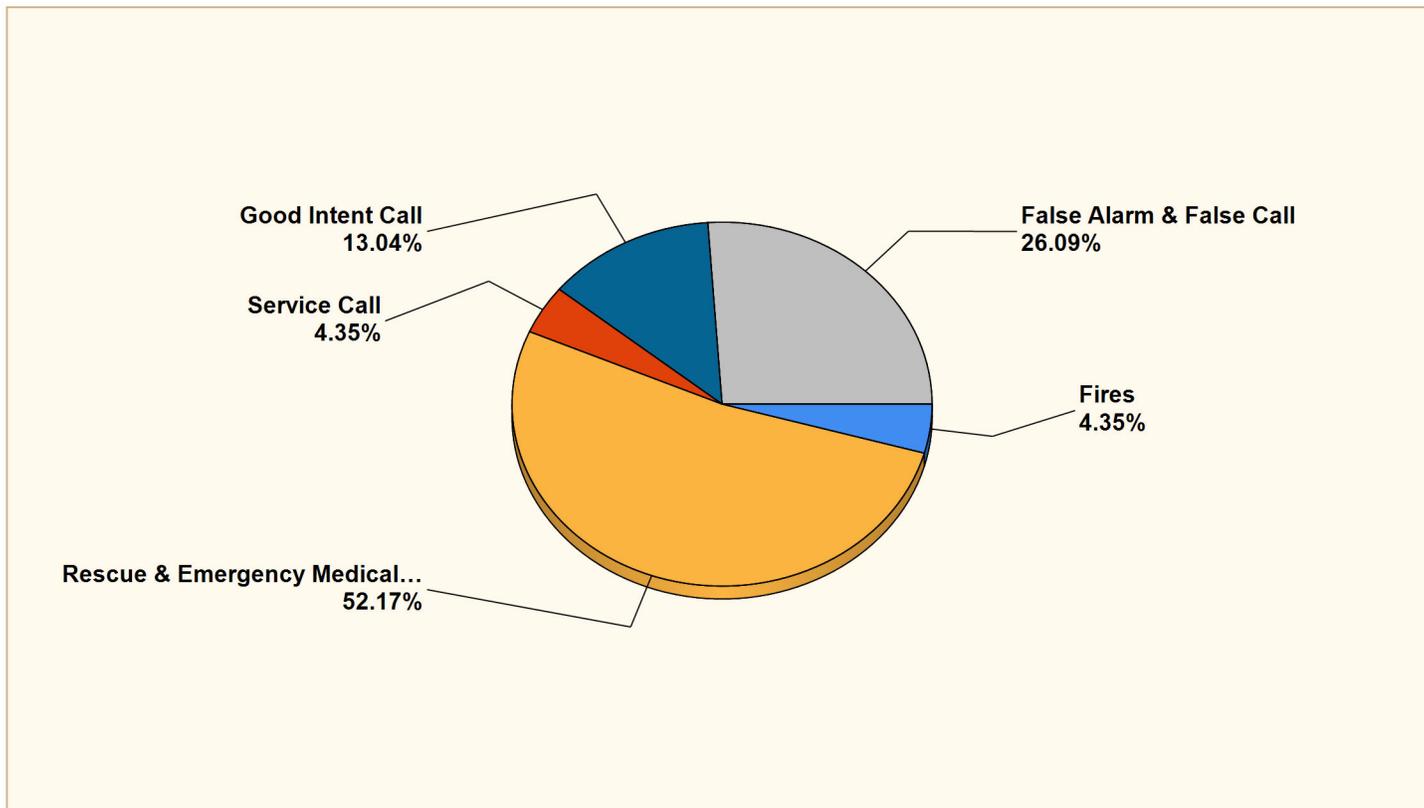
San Miguel, CA

This report was generated on 12/9/2025 3:12:03 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2025 | End Date: 11/30/2025



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	4.35%
Rescue & Emergency Medical Service	12	52.17%
Service Call	1	4.35%
Good Intent Call	3	13.04%
False Alarm & False Call	6	26.09%
TOTAL	23	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
151 - Outside rubbish, trash or waste fire	1	4.35%
321 - EMS call, excluding vehicle accident with injury	12	52.17%
550 - Public service assistance, other	1	4.35%
600 - Good intent call, other	1	4.35%
611 - Dispatched & cancelled en route	2	8.7%
710 - Malicious, mischievous false call, other	1	4.35%
733 - Smoke detector activation due to malfunction	1	4.35%
736 - CO detector activation due to malfunction	1	4.35%
745 - Alarm system activation, no fire - unintentional	3	13.04%
TOTAL INCIDENTS:	23	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 9.1

SUBJECT: 10-23-2025 Draft San Miguel CSD Board of Directors REGULAR meeting minutes
(**approve by 3/5 vote**)(Pg. 30-37)

SUGGESTED ACTION: Receive and file

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent



BOARD OF DIRECTORS

Ashley Sangster, President John Green, Vice-President
 Brendin Beatty, Director Owen Davis, Director Rod Smiley, Director

REGULAR MEETING MINUTES

6:00 P.M. Opened Session
SMCSD Boardroom 10-23-2025

1. Call to Order:

At: 6 PM

2. Roll Call: *Ashley Sangster, Rod Smiley, Owen Davis*

ABSENT: *John Green, Brendin Beatty*

3. Approval of Regular Meeting Agenda:

Deputy General Counsel Pritchard suggested to move Closed Session to the next Board meeting, for a full Board of Directors.

Motion By: Ashley Sangster

Second By: Owen Davis

Motion: To Approve as amended to move closed session item to November

Board Members	Ayes	Noes	Abstain	Absent
Owen Davis	X			
Rod Smiley	X			
Ashley Sangster	X			
Brendin Beatty				X
John Green				X

4. Pledge of Allegiance:

Lead by Director Davis

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

Director Davis read a statement about the September 28th Board Meeting and how Director Smiley admitted during that meeting; to driving by his house multiple times a day, taking pictures and talking to his employer. Director Davis explained that he felt harassed and asked if the CSD wants a person on the Board that lies, trespasses, and harasses people. Video can be viewed at <https://www.youtube.com/@sanmiguelcsd/playlists>

6. Non-District Reports:

1. San Luis Obispo County Organizations

Verbal/Report

Sheriff North Station Commander Arauza gave monthly report for September 2025 and spoke about the CHP and Sheriff response to the unsanctioned cruise night/car show in San Miguel. Commander Arauza explained that calls for service and assault and battery was up in San Miguel in September. Next cruise night/car show is October 31st, and the Sheriff Department will be partnering with CHP again.

Board Comment: Director Sangster thanked the Commander for her time and asked if San Miguel was the only area with increased calls for service. Discussion ensued.

Public Comment: None

2. Community Service Organizations

Verbal

Board Comment: None

Public Comment: None

3. Camp Roberts—Army National Guard

Verbal

Board Comment: None

Public Comment: None

7. Staff & Committee Reports - Receive & File:

1. General Manager (Pg. 4)

Receive report

Item was submitted as written and General Manager Kelly Dodds reminded everyone that he is available for any questions or concerns in person, by email, or phone.

Board Comment: None

Public Comment: None

2. District Counsel

Receive verbal report

Nothing to report **Board**

Comment: None **Public**

Comment: None

3. District Utilities (Pg.5-7)

Receive and file

Item was submitted as written by General Manager Kelly Dodds

Board Comment: Director Davis asked for clarification on the booster pump and the SLT Water Tank. General Manager Kelly Dodds responded and clarified the information.

Public Comment: None

4. Fire Chief Report (Pg. 8-21)

Receive and File

Fire Chief Scott Young was absent. General Manager Kelly Dodds submitted report as written, and asked if Directors had questions, it could be relayed to the Fire Chief.

Board Comment: Director Davis asked about 8668 and who drove that vehicle. General Manager Kelly Dodds explained that 8668 was a Fire Engine, and clarified that 8630 is the

white Ford F150 and used as an On Call vehicle.

Director Davis asked where 8630 was located because he does not see it parked at the Fire Station. General Manager Kelly Dodds explained that 8630 is usually stored inside and recommended that Director Davis have a discussion with the Fire Chief if he needed more information.

Public Comment: None

8. Consent Calendar:

Board Comment: None

Public Comment: None

Motion By: Rod Smiley

Second By: Owen Davis

Motion: To Approve items 8.1, 8.2, and 8.3

Board Members	Ayes	Noes	Abstain	Absent
Owen Davis	X			
Rod Smiley	X			
Ashley Sangster	X			
Brendin Beatty				X
John Green				X

1. 9-9-2025 Draft San Miguel CSD Board of Directors SPECIAL meeting minutes (Pg. 22-27)

Receive and file

2. 9-25-2025 Draft San Miguel CSD Board of Directors REGULAR meeting minutes (Pg. 28-42)

Receive and file

3. REQUEST FOR PROPOSAL- Street Lighting Design Services (Review and approve by 3/5 vote) (Pg. 43-104)

Authorize the General Manager to release a Request for Proposals (RFP) for Street Lighting Design Services within the District.

9. Board Action Items:

1. Monthly claim detail and investment reports for September 2025 (Recommend receive and file claim detail and investment report by Board consensus) (Pg. 105-139) *When ancillary reports are provided they are for reference only and are subject to change.*

Review, Receive and File the attached claim detail and investment reports.

When ancillary reports are provided they are for reference only and are subject to change.

Item was presented by General Manager Kelly Dodds submitting reports as written and recommending the Board receive and file the claims detail and investment reports starting

on page 105 of the Board packet.

Board Comment: None

Public Comment: None

Consensus of the Board is to receive and file the September 2025 Claims Detail report and Investment report.

2. Adopt a District Bill Payment Policy. RESOLUTION 2025-33 (Approve by 3/5 vote) (Pg. 140-148)

Review and adopt Resolution 2025-33 adopting a Bill Payment Policy for the District. Item was presented by General Manager Kelly Dodds explaining that the proposed Bill Payment Policy is being proposed to clarify and codify procedure for acceptance of payment against debts owed to the district. Though the District offers multiple ways to pay debts owed to the District, some payment attempts fail due to non-sufficient funds, incorrect information or simply failure to comply with agreed upon payment arrangements. This proposed policy clarifies the way that a person can make a payment, the number of times that they can have a failed payment, and payment arrangements.

Board Comment: Director Davis explained that he thought that it was fair and asked about termination of service. General Manager Kelly Dodds clarified that termination of service is regulated under state law. Discussion ensued regarding the process of termination and associated fees.

Director Sangster explained that he feels that it reads in a way that it is pretty punitive. Clarifying that per the proposed policy if a customer has an issue twice in six months, then they cannot use that form of payment again for one year. Director Sangster spoke about the District only having 922 accounts, and around 17 people who are past due, and feels like the District should just collaborate with them more, then their only recourse is to bring it to the Board.

General Manager Kelly Dodds clarified that this policy is not for customers that are chronically behind on their bill, but for the few that chronically send checks that they know are bad. This takes a lot of office time to fix and resolve, and we also have people that go online to pay and then immediately cancel the payment. General Manager Kelly Dodds explained that the District works with all our customers and the issues with payments that arise, but generally you don't see the same mistake over and over again; stating that this policy is driven towards resolving that issue. The policy can change to six months and customers always have the option to pay with cash or money order.

Director Sangster clarified that the policy does not say that and would like it to say something like that the checks will no longer be accepted, but that we do accept cash, traveler's checks, and money orders. Director Sangster explained that he feels like he is being punished by just reading the proposed policy and would like it to feel more collaborative with the community, and not like we are punishing them since the District works for the people in the community. The people need to feel like the District cares about what is going on with them and the District needs to take into consideration that maybe their direct deposit did not go through due; giving example of the Federal shutdown.

General Manager Kelly Dodds clarified that the appeal to the Board is only if they don't agree with the General Managers decision, and that the staff works with all the customers. General Manager Kelly Dodds gave examples of issues the District has had with payments. Deputy General Counsel Pritchard explained that there is not a lot included in this policy in regard to working with customers and that the point of the policy is to address these common issues. It was suggested that we could add a preface to the policy that gives a warmer customer service tone, and that it is not to punish ratepayers. The policy is meant to deal with chronic issues and save other ratepayers the money that it costs to deal with these

issues.

Discussion ensued about changing the wording in the Bill Payment Policy.

Public Comment: None

Item will be continued to the November Board Meeting

3. Discuss preparing a policy for the Sitting Board President to have access to building keys for district facilities.(Provide direction to General Manager) (Pg.149-150) Requested by Director Green and Director Davis 8/28/2025

Discuss and provide direction to the the General Manager to develop a policy for the sitting Board President to have access to building keys for district facilities.

Item was presented by Kelly Dodds who explained that during Board Comment at the August 28, 2025, meeting, Directors Green and Davis requested that the Board consider providing facility keys to the Board President. Currently, no Board members have unfettered access to the District facilities, and no policy exists that permits such access. Should the Board wish to pursue this request, a formal policy would need to be developed and adopted. Staff recommend that the Board first discuss the intended purpose of granting facility access to Directors and evaluate the potential risks and operational impacts. General Manger Kelly Dodds provided more information in regards the pros and cons to Directors having keys and the current protocols for District staff.

Board Comment: Director Sangster asked about confidential personnel and legal files. General Manager Kelly Dodds explained that as the District General Manager he maintains those files and that they are locked up.

Discussion on Board President having access to the facilities, and that it would all depend on what level of access the Board wants, and they could want access to those files as well. Director Sangster explained that he did not want to speak for Director Green, but the way he was interpreting his request was access to just the facilities, not the confidential files. He further explained that it was not necessarily giving the Board President a key, instead it could be in a lock box for use in an emergency by the Board President. Director Sangster explained that he feels the intent of the request by Director Green was not to have Board Members have random access to just wander around and check things out and does not feel there is a confidential file risk.

General Manager Kelly Dodds commented that he must have misunderstood the request, because when the request was being discussed Director Green specifically asked for the Board President to have it.

Director Sangster again explained that his interpretation of what Director Green said was access to the different facilities, should it be necessary in an emergency situation.

General Manager Kelly Dodds thanked Director Sangster for the clarification and informed the Board on who has keys for emergency situations.

Discussion ensued on keys being in a lock box for access in an emergency situation, and the intent of the request.

Director Smiley spoke about the General Manager having access and does not want keys being duplicated. Director Smiley explained that he is in favor of a key in a lock box for emergency but overall does not think the Board of Directors should have free access to offices when no one else is around.

Director Davis explained that he feels that the Board President should have access to a key, whether it's put in a lock box or whatever for emergencies/catastrophes. Director Davis discussed the District contractors and septage haulers, and asked if they where certified. General Manager Kelly Dodds clarified that the District contractors used by the District are trained and licensed operators and do not have access to the offices; limiting liability. In regards to septage haulers, the General Manager is informed when they are coming and

knows when they are leaving and that is not the same issue.

Discussion ensued about safety and liability. Deputy General Counsel Pritchard suggested an Access to Facilities Policy; defining not just the people that have access to the lock box; but anyone who has keys, safety concerns, and not allowing people at the facilities who are not supposed to be there. General Manager Kelly Dodds asked for clarification on moving forward, Director Sangster explained that whoever is going to have authorization should have that code and the person will be restricted based on the policy that is going to be written. Basing the limitations of to use to whatever circumstances that the Board decides are adequate to use the code to get the keys from the lockbox during emergencies. General Manager asked if it should be written as the Board President having access to the combination. Director Sangster replied that, yes, the Board President should be the one to have that access.

Public Comment: None

Item will be continued to the November Board Meeting

4. Authorize the General Manager to execute a Not to Exceed, Time and Material Contract with Water System Consulting for program management support through permitting and construction phases of the Expansion and Upgrade of the Machado WWTF by RESOLUTION 2025-41 (Approve by 3/5 vote) (Pg. 151-155)

Authorize the General Manager to execute a Time and Material contract with Water System Consulting for program management support services through construction. Item was presented by General Manager Kelly Dodds explaining that this item was to authorize the General Manager to execute a time and material contract with Water System Consulting (WSC), the District Engineers, for program management and support. This is to provide services that are outside the District's General Engineering contract. The proposed contract would be a not to exceed cost of \$55,571.00, it was explained that there is an approved contract with Wallace Group for engineering services through the end of the construction for the Wastewater Treatment expansion (WWTF). This is an extension of what work WSC has already been doing.

Board Comment: Director Sangster asked what the initial scope was for. General Manager Kelly Dodds explained that the original scope was to provide plan review for 30%, 60% and 90%, for plan design, which ended up taking more time in those phases than anticipated. It was explained that the District Engineer must coordinate with Wallace Group and the Contractors, to make sure everything is compliant with the grant, with the plans and with the specs that are provided.

Director Sangster asked what the initial contract amount was, and what was the scope for that work. General Manager Kelly Dodds explained that the scope of work was to provide plan review, as stated at a 30%-90% plan design at that those phases took more time than anticipated, at no fault of WSC. WSC is currently working on 100% design review. General Manager Kelly Dodds apologized for not having the cost of the initial amount but thinks that it was around the same amount but would have to clarify.

Director Sangster asked for clarification that this proposed cost was to review the last 10%. General Manager Kelly Dodds clarified that this covering the re-review of the 100% from the Wallace Group, and it is also providing service through the bidding, coordination with Cloacina, the Wallace Group and whoever is bidding on this project. WSC will also coordinate with the County of San Luis Obispo for permitting and necessary contract documents.

Director Sangster asked if he was correct that WSC will be running all the formal bidding processes with each phase or portion of the project. General Manager Kelly Dodds clarified that WSC will be providing support in preparing the engineering documents for

the RFP's and provide support through the RFI process, the actual bids and award process. Discussion ensued about the phases of the WWTF, and compliance responsibility. Director Sangster asked if the District was obligated to report anything to the Capital Planning, Design and Construction (CPDC) for public works projects or capital projects. General Manager Kelly Dodds and Deputy General Counsel explained that they are not aware of any District Public Works projects that would require that.

Director Davis asked about the 9,000 square foot building, and if it was still planned to go at the WWTF. General Manager Kelly Dodds clarified that even though the plans have the building on them, the direction from this Board has been to not include that in the construction. Discussion ensued on the phases of the WWTF and the recycled water project.

Director Davis asked for clarification on where the grant funding was coming from. General Manager Kelly Dodds explained that the grant funding for the expansion of the WWTF is a State funded grant. Discussion ensued.

Public Comment: None

Item will be continued to the November Board Meeting, Director Sangster requesting additional information.

Motion By: Rod Smiley

Second By: Ashley Sangster

Motion: To Approve Resolution 2025-41

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Ashley Sangster	X			
Owen Davis		X		
Brendin Beatty				X
John Green				X

10. Board Comment:

None

11. Adjourn to Closed Session/Closed Session

Agenda: Public Comment: None

Closed Session item was moved to November Board Meeting

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code, § 54957(b)(1)) Title:

Fire Chief (Pg.156)

Discussion

12. Report out of Closed Session:

Closed Session item was moved to November Board Meeting

13. Adjournment to Next Regular Meeting: At: 7:01 PM

As per Chapter 10.9 of the SMCS D Board Member Handbook, meeting minutes reflect actions taken and are not a complete record. Please visit the SMCS D website:

<https://www.youtube.com/@sanmiguelcsd/playlists> to view full recordings of meetings

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 9.2

SUBJECT: 11-20-2025 Draft San Miguel CSD Board of Directors regular meeting minutes (**approve by 3/5 vote**)(Pg. 38-49)

SUGGESTED ACTION: Receive and file

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent



BOARD OF DIRECTORS

Ashley Sangster, President John Green, Vice-President
 Brendin Beatty, Director Owen Davis, Director Rod Smiley, Director

REGULAR MEETING MINUTES

6:00 P.M. Opened Session
SMCSD Boardroom 11-20-2025

1. Call to Order:

2. Roll Call: *Ashley Sangster, John Green (Via Teleconference), Owen Davis*

ABSENT: Rod Smiley, Brendin Beatty

3. Approval of Regular Meeting Agenda:

Motion By: Owen Davis

Second By: John Green

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
John Green	X			
Owen Davis	X			
Ashley Sangster	X			
Brendin Beatty				X
Rod Smiley				X

4. Pledge of Allegiance:

Lead By Director Davis

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

Raynette Gregory a San Miguel resident asked about Director Green's Teleconference location, and explained that she called Massachusetts General Hospital (MGH); they said he had been discharged.

Director Sangster asked Director Green about his location and explained that Director Green is an elected official and that they should take him on his word that he is at MGH.

Director Green comments over phone were inaudible.

Discussion ensued with Director Sangster asking for Deputy General Counsel Pritchard to advise. Deputy General Counsel Pritchard explained that she spoke with Director Green earlier in the day to confirm that he was at the hospital in Massachusetts. It was also explained that

there was no reason to question his location at this time, and that there was no evidence other than Director Green's own Facebook post.

Director Sangster spoke about accepting Director Green's own verification of his location and that Legal Counsel had no reservations on moving forward.

6. Non- District Reports:

1. San Luis Obispo County Organizations

Verbal/Report

Board Comment: None

Public Comment: None

2. Community Service Organizations

Verbal

Board Comment: None

Public Comment: None

3. Camp Roberts—Army National Guard

Verbal

Board Comment: None

Public Comment: None

7. Staff & Committee Reports - Receive & File:

1. General Manager (Pg. 5-6)

Receive report

General Manager Kelly Dodds explained that Senate Bill 852, signed into law in October 2025, includes amendments to the Political Reform Act that affect how certain public officials file their Statement of Economic Interests (Form 700). Specifically, Section 18700.3(b) now requires electronic filing through the Fair Political Practices Commission (FPPC) for officials who manage public investments. General Manager Kelly Dodds explained that each Director will be receiving correspondence from the FPPC.

Board Comment: Director Sangster asked when these would be due. Board Clerk Tamara Parent explained that the annual 700 reporting is due April 1st of each year.

Public Comment: None

2. District Counsel

Receive verbal report

Deputy General Counsel Pritchard had nothing to report.

Board Comment: None

Public Comment: None

3. District Utilities (Pg. 7-9)

Receive and file

Board Comment: None

Public Comment: None

4. Fire Chief Report (Pg. 10-24)

Receive and File

Fire Chief Scott Young submitted report as written.

Board Comment: Director Davis asked about funds collected by the San Miguel

Firefighters Association (SMFA) back when John Green was part of the SMFA. General Manager Kelly Dodds explained that those funds were controlled by the SMFA not the San Miguel Fire Department, and that the questions have nothing to do with the Fire Chief Report.

Director Green voiced that he feels that it is very deceptive that the SMFA is not at the District meetings ever since the question came up and feels that it is very convenient. Fire Chief Scott Young explained that he could not hear Director Green's comments. Director Sangster summarized what Director Green said, explaining that Director Green feels that the SMFA should be more transparent.

Public Comment: None

8. **Consent Calendar:**

Deputy General Counsel Pritchard apologized for the oversight and explained that because there is not a quorum of the members participating from a location within the boundaries of the territory, no action can be taken tonight per *Government Code section 54953(b)(3)*.

Discussion ensued about the Board of Directors being able to give direction to staff on items.

Board Comment: Director Davis voiced that he would like to challenge that information, expressing that he has read the Board Handbook. General Manager Kelly Dodds explained that it is not in the Board Handbook but is from the Brown Act.

Deputy General Counsel Pritchard provided directions that the Board can discuss the items and provide direction for staff to bring specific action items back to the Board.

Director Green explained that he could not hear, and Director Sangster summarized District Counsel's comments.

Director Green voiced that he did not understand what the point was of having the meeting and said that we are all wasting our time by bringing everyone here today. Deputy General Counsel Pritchard explained that the first three items are not action items and can be discussed.

Director Sangster explained to Director Green that the three items he was interested in could still be discussed, and that he could still direct staff on those items. Director Green comments over phone were inaudible.

Director Green made statement that "in fact that we have two people who represent the District that have conspired to not have this meeting in an effort to not allow the process to go forward and allow this community to have a CSD meeting".

Director Sangster voiced that he agreed with Director Green's statement wholeheartedly.

Director Davis said that he agreed with Director Green, because of a discussion on a Brown Act violation in an email earlier and figured something was up.

General Manager Kelly Dodds explained that he spoke with both Directors and that they are both sick and would advise moving on to discuss the items that can be discussed.

Public Comment: None

No Action was taken on the Consent Calendar

1. **10-23-2025 Draft San Miguel CSD Board of Directors REGULAR meeting minutes (approve by 3/5 vote)(Pg. 25-32)**

Receive and file

2. **Authorize the General Manager to act as authorized representative for Water Recycling Funding Program Grant (WRFP) planning grant to evaluate and recommend potential uses of recycled water within the community of San Miguel by RESOLUTION 2025-43. (Approve by 3/5 vote) (Pg. 33-35)**

Approve RESOLUTION 2025-43 authorizing the General Manager, Kelly Dodds to act as authorized representative for Water Recycling Funding Program Grant (WRFP) planning

grant to evaluate and recommend potential uses of recycled water within the community of San Miguel.

3. Release requests for proposals

Authorize the General Manager release a Request for Proposals (RFP) for removal and dewatering of sludge from the Machado Wastewater Treatment Facility treatment ponds. (Approve by 3/5 vote) (Pg. 36-48)

Authorize the General Manager to release a Request for Proposal (RFP) for removal and dewatering of sludge from the Machado Wastewater Treatment Facility treatment ponds

4. Authorize the San Miguel Fire Department, in partnership with the San Miguel Firefighters Association, to host Santa Clause at the San Miguel Fire Station (Approve by 3/5 Vote) (Pg. 49-51)

Approve the San Miguel Fire Department(SMFD), in partnership with the San Miguel Firefighters Association (SMFA), to host Santa Clause at the San Miguel Fire Station.

5. Authorize the Fire Chief to administer and execute an Office of Traffic Safety (OTS) Grant for \$12,600 including associated budget adjustments - Resolution 2025-45 (Approve by 3/5 vote) (Pg. 52-87)

Approve RESOLUTION 2025-45 authorizing the Fire Chief to accept and execute the Office of Traffic Safety (OTS) grant award in the amount of \$12,600.00 (including related budget adjustments) for the purchase of Auto Extrication equipment and digital alerting technology equipment as described and approved within the grant application.

6. 2025 Volunteer Fire Assistance Grant (VFA) acceptance by RESOLUTION 2025-46 (Approve by 3/5 vote) (Pg. 88-99)

Approve RESOLUTION 2025-46 authorizing the Fire Chief to accept and administer the 2025 Volunteer Fire Assistance Grant (VFA) award agreement number 7FG25101 from Cal Fire in matching grant funding in the amount of \$14,826.28 for the purchase of equipment as described and approved within the grant application.

Total purchases shall not exceed: \$29,652.56

9. Board Action Items:

1. Discussion on the continued sale and use of 'Safe and Sane' Fireworks within District Boundaries (Discuss and provide direction by 3/5 vote) (Pg. 100-114) Requested by Director Davis, Sangster, and Green (7/3/25, 7/24/25)

The Board should discuss the benefits that fireworks sales provide to the community and the risks associated with those sales and subsequent use. After discussion the Board should provide direction to staff as to what, if any, action the Board would like to take in regard to 'Safe and Sane' fireworks sale and use; modifying allowable sale, use and or permit process.

Board Comment: Director Green said that he wanted an ordinance banning fireworks for five years. Director Green explained that it will be a test to see if the District can eliminate illegal fireworks because the Sheriff will be able to come around and enforce the law. If all fireworks are illegal then it simplifies the law, and if anyone uses any fireworks it will be violating the ban.

Director Green explained that he would like this on the December 4th Meeting as an action item. Director Davis seconded, and stated that he wants to ban all fireworks and use of

fireworks within the District.

Public Comment: General Manager Kelly Dodds read aloud public comment from Laryn Tracey a San Miguel resident.

General Manager Kelly Dodds read aloud public comment from Shaunna P. a San Miguel resident, letter was over three minutes long and District Green asked that the statement be read in full. Director Sangster approved.

Board Comment: Director Green asked why the other letters were not read aloud, Director Sangster explained that they did not comply with the policy. Director Green said that some of the letters looked like they were form letters from the same person.

Direction to staff is to bring back an ordinance to the December 4th Board Meeting to ban the sales and use of fireworks for 5 years.

Discussion on difference between an ordinance and resolution ensued.

2. Discussion on District administrative office space and potential alternatives to relocate the offices away from the Machado Wastewater Treatment Facility for administrative staff. (Discuss and provide direction to the General Manager by 3/5 vote) (Pg. 115-118)

Requested by Directors Green and Davis 2/27/2025 and 6/26/2025

It is recommended that the Board discuss the potential options and provide direction to the General Manager for one to the following;

1) Provide direction to the General Manager to negotiate and enter into a contract with the property owner of 1271 Mission for a long term lease and begin transitioning the administrative offices to that location, as well as to negotiate the purchase of the currently rented modular office at the treatment plant for continued use as a utility office.

OR

2) Direct the General Manager to immediately locate a vacant parcel to purchase in order to build a new office building away from the treatment plant AND Bring back a proposal to start the planning process for the building of a new office building.

OR

3) Direct the General Manager to immediately locate a parcel with an existing building to purchase and renovate for the purpose of relocating the administrative offices away from the treatment plant. AND bring back a proposal for board consideration.

OR

4) Direct the General Manager to look at alternative options to build an office at the treatment plant at a lesser proposed cost than the initial proposed building

OR

5) Direct the General Manager to maintain the existing office space at the treatment plant. Item was presented by General Manager Kelly Dodds explaining that since there can't be an official vote on anything, he is looking for direction to bring this back with more information; potentially on one of the five proposed options. Potential options were listed and discussed.

Board Comment: Director Green said that his concern is the exposure to employees and public going to the wastewater facility. Director Green stated that he feels that it is inappropriate and not done anywhere else, and that he had a suggestion. The suggestion is to move the three office staff workers back to the Firehouse and move the Fire staff into the new Temporary Housing Unit (THU) . The treatment plant is going to be under construction, so Kelly Dodds can move into a contractor's trailer, and will at least save \$2,400 a month on rent for a trailer that should not have been placed there.

Director Sangster asked about office furniture, and the proposal to purchase other furnishings. General Manager Kelly Dodds explained the office furniture that we currently have and explained that there might be a need for dividers between offices if the staff rented the space on Mission St.

Director Green said that two office staff work in the same office currently and that there was one person at the front desk. Director Green explained that he feels that the two staff can move into the Fire Chiefs current office and the front desk can be set up like it was before. Director Green explained that the Fire Chief can convert one of the bedrooms of the THU into an office. He feels that there is no need for two firefighters to be there overnight, and Kelly can move into a contractor's trailer.

Director Sangster expressed that he felt that Director Green's idea was interesting and explained that the estimates for office furniture could be looked at for DGS has surplus furniture that is available.

Director Green asked why they would need furniture, and that there was already furniture that could be moved back to the Firehouse.

General Manager Kelly Dodds explained that going back to the Fire Station was not an optimal situation.

Director Green asked who was talking and said that he does not know why there is any pushback on going back to what we were already doing. Director Green said that there is no explanation needed, staff used to work there, and they can go work there again.

General Manager Kelly Dodds tried to explain that the Fire Station set up was not the same as it used to be years ago.

Director Green explained what he wanted to Fire Chief to move into the THU and the General Manager into a contractor trailer; saying that he did not want to hear any more push back on this because it is a Board direction.

General Manager Kelly Dodds explained that there are three other employees that would be displaced. Director Green suggested that they get a bigger contractor trailer, and utility workers don't need office space. Director Green comments over phone were inaudible. Director Green explained again that he really did not want to hear any push back and that it is a Board of Directors decision.

Director Sangster explained that he feels that the only viable options are some form of what Director Green is suggesting, or 1271 Mission Street.

Director Davis explained that he agreed with Director Green, and asked questions about cost of a construction trailer. General Manager Kelly Dodds explained that he did not have a cost estimate for a construction trailer.

Director Green explained that there are two-door construction trailers and advised how employees could complete their paperwork without needing office space. Discussion ensued.

Director Davis said that he feels that everything was really good with the single trailer that was down at the Treatment Facility for a long time, until all the fighting went on and someone had to get out of the Fire Station.

Fire Chief Scott Young asked to comment, Director Sangster approved. Fire Chief Scott Young reminded the Board that the reason that staff moved out of the Fire Station started

because of a code violation dating back to 2003. It was explained that the Board is failing to realize is how the Fire Department functions and that the Fire Department has staff that come in on a daily basis, and the THU is permitted by the County as a Temporary Housing Unit only, that is not ADA compliant as part of the permit requirement is off limits to public. The THU is only available to Fire Department and Sheriff Department staff, and is not an office space and to do any construction or modification on it would require a new permit. Fire Chief Scott Young advised that doing any modifications would put the District back to having a code violation, and there would be no space for meeting with planners, or project planning.

Director Green comments over phone were inaudible, talking about the THU needing to have a ramp installed.

Public Comment: Raynette Gregory a San Miguel resident spoke about the Fire Department being a place where people come when in need of medical aid and discussed how CSD staff is not trained to assist the public in that manner, nor should they be. Mrs. Gregory also spoke about how traumatic it can be for office staff, and that there should be a clear separation of Fire Department and CSD.

Director Green asked to comment on Raynette Gregory's public comment, Director Sangster approved.

Board Comment: Director Green explained that the public arriving at the Fire Department with emergencies can use the side door, and the Fire Chief can respond from his THU. Director Green commented that they will put a red light on the building and then everyone will know that it is occupied. Director Green remaining comments over phone were inaudible.

Public Comment: General Manager Kelly Dodds read aloud public comment from J. Brown a San Miguel resident.

Board Comment: Director Green spoke about how the Booster Station comments had nothing to do with this item, and explained that he thinks that the move would save money for the district. Director Green explained that he is saving the District money and that the \$2,200 unit would be gone and everything else is free, except the ramp and contractor trailer.

General Manager Kelly Dodds asked for Direction on this item.

Director Sangster explained that he would like it brought back as an action item, again expressing that the only viable solution is incorporating some of Director Green's ideas or the 1271 Mission Street building.

Consensus of the Board is to have staff to bring back information as an action item that would cover all the possibilities with both of those options.

3. **Discuss and provide direction on the installation and use of a red light outside the Temporary Housing Unit. (Discuss and provide direction by 3/5 vote) (Pg. 119)**
Requested by Director Green and Davis at September 2025 Board meeting Discuss the installation and or use of a red light on the exterior of the Temporary Housing Unit and provide direction to staff.

Item presented by General Manager Kelly Dodds explaining that this item was requested by Director Green and Director Davis to discuss the installation and use of a red light on the exterior of the THU. General Manager Kelly Dodds asked for direction from the Board about what exactly they wanted to do, replacing the light bulb or installing a dedicated light.

Board Comment: Director Green explained that there is currently a red light at the Fire Station, and originally the red light was a way to let public know that there was either an alarm, phone, or personnel that could render help in an emergency situation. Director

Green also said that times have changed, but if the District is going to have a housing unit for firefighters, then there should be an indication to the public that the space is occupied by emergency personnel. Director Green explained that he wanted to have the Fire Department shut off the red light at the Fire Station and, then turn on a red light at the THU, when there is someone there that can offer emergency services. Director Green stated that he would like this item to come back on December 4th as an action item.

Director Sangster discussed having the red light on during the day at the Fire Station when it is occupied.

Director Green said that it is like someone just got a red light and put it up as a decoration, and it should not be it should be an indicator that emergency services are available there, and that he has had this conversation with the Fire Chief, who does not seem to get the meaning.

Director Davis said that he feels that this has an easy solution, there is already a red light at the Fire Station so there should be one at the THU. It was explained by Director Davis that if a Firefighter goes into the building turn on the lights and if they leave, turn off the lights. Director Green said that it is two switches, and if that is too complicated for them, use a double switch.

Director Davis feels that the lights are pretty important, and people need to know if anyone is at the Fire Station or THU; stating that he did not understand why anyone would be arguing about something like this. Director Davis explained that when the lights get installed, it must be mandatory that they are used properly.

Fire Chief Scott Young asked if there would be a District use policy on lights? Director Sangster explained that it could be discussed when it is brought back on December 4th.

Fire Chief Scott Young asked to comment on the item. Director Davis approved.

Fire Chief Scott Young explained that the "red light" is an antiquated procedure that nobody knows about or uses anymore. It was explained that the Sheriff's Department is under no obligation to turn on and off a light, and they have no desire to advertise that they are occupying that building.

Fire Chief Scott Young stated that the light at the Fire Station is on and has always been on a photocell, and that there is no "switch" for that light. The light was taken out of service by Mr. Ellison years ago and around four years ago the Fire Department changed the bulb and added a red lens. Historically, if there was a red light outside a Fire Station, it would be to flash when emergency personnel was leaving the station; the light at the Fire Station does not have that ability. In regard to the THU, the light would be drawing people to a building that is not ADA compliant, and at that point it causes a hazard. Fire Chief Scott Young expressed that he was not trying to argue just trying to share both sides of this conversation, especially considering that you want to add some kind of repercussions for lack of use of the light. Discussion ensued on a light use policy, liability, and the need to call 911.

Director Green spoke about the public comment by Raynette Gregory that said CSD staff could not handle the emergencies that come to the Fire Station, and Director Green stated that people bring their emergencies to the Fire Station, because it is a Fire Station. Director Green explained that he wants to identify the building as "here is where you get help" and that the Fire Chief can come out of the THU to administer help.

Director Green said that he feels that the District has been in the hole for lots of years, and the only way to pull this together is to stop spending money, and that the Fire Chief can be in the engine bay.

Director Sangster explained that he feels that the THU was proposed to the Board for the objective to be sometimes occupied by the Sheriff's staff, deputy, and that their vehicle would be parked there to deter crime. If the Sheriff is trying to be on the down low and not

have anyone aware of their presence in the community, this it is the opposite of what was being sold to the Board of Directors. Director Sangster talked about the Fire Department deterring someone who is having an emergency from going to the THU; red light or not.

Fire Chief Scott Young explained that the THU is not ADA compliant and was permitted as a space for the Sheriff's Department and for Fire Department staff that is ambulatory to use. Fire Chief Scott Young spoke about liability issues and explained that the Sheriff Department parks in the back and is visible. It was also explained that because the THU is non-ADA compliant the Sheriff cannot bring anybody there and is used as a report writing station and a place to get out of the weather.

Discussion ensued about calling 911 for the fastest response to any emergency. and how CSD personnel are not prepared for those emergencies.

Director Green comments over phone were inaudible.

Director Green stated that he would like the Board of Directors to direct staff to find a positive path to get what the Board is requesting instead of coming up with all of these reasons why we can't. Director Green wants staff to sit down and make a plan for how it can get done, stating because it is going to be done! He explained that he is tired of arguing with staff and that the Board is here to serve the public, and is happy to hear from the public, but that staff need to work vigorously to meet the wishes of the Board.

Fire Chief Scott Young explained that there is no argument on the solution, but the question is how this is being used and how is it going to be used in a productive manner.

Director Sangster suggested that this item be brought back as an action item with a simple cost-effective solution.

Director Green explained that all emergencies can go walk to the side door and that CSD staff does not need to be traumatized by emergencies coming through the front door, and that they will call 911 for them.

Director Davis said that he feels that what Director Green said happens all the time with the Fire Chief and General Manger; the Board will direct them to do something and half the time they do not do it.

General Manager Kelly Dodds explained that the Fire Chief and General Manager work for the whole Board not individual Board Members.

Public Comment: Robert Rojas a San Miguel resident spoke about emergency services, not understanding the antiquated red light and that the Firefighters will always be there for the community, with or without a red light.

Board Comment: Director Green said that people do not know that the THU has fire personnel in it.

Board consensus is to have this item be brought back as an action item with a simple cost effective solution.

4. Monthly claim detail and investment reports for October 2025 (Recommend receive and file claim detail and investment report by 3/5 vote) (Pg. 120-159)

When ancillary reports are provided they are for reference only and are subject to change.

Review, Receive and File the attached claim detail and investment reports.

When ancillary reports are provided they are for reference only and are subject to change.

Continued to the December 4th Board Meeting

5. Continuation of 10/23/2025 Board Meeting

Adopt a District Bill Payment Policy. RESOLUTION 2025-33 (Approve by 3/5 vote) (Pg. 160-175)

Review and adopt Resolution 2025-33 adopting a Bill Payment Policy for the District. Continued to the December 4th Board Meeting

6. **Review and approve the 2025 Update and Audit to the District Sewer System Management Plan (SSMP) by RESOLUTION 2025-44 (Approve by 3/5 Vote) (Pg. 176-240)**

Review and adopt the 2025 Sanitary Sewer Management Plan (SSMP) update and the audit of the current SSMP.

Continued to the December 4th Board Meeting

7. **Tabled from 10/23/2025 Board meeting**

Authorize the General Manager to execute a Not to Exceed, Time and Material Contract with Water System Consulting for program management support through permitting and construction phases of the Expansion and Upgrade of the Machado WWTF by RESOLUTION 2025-41 (Approve by 3/5 vote) (Pg. 241-246)

Authorize the General Manager to execute a Time and Material contract with Water System Consulting for program management support services through construction. Continued to the December 4th Board Meeting

8. **Review and approve contract amendments, # 7 and #8, with Wallace Group for additional work related to the separation and preparation of separate construction documents, bid phase support, and support during construction for 1) The installation and connection of the switchgear purchased under separate board action and 2) Construction of perimeter fencing around the Machado WWTF expansion parcel. (Approve by 3/5 vote) (Pg. 247-256)**

It is recommended that after review and discussion that the Board approve, by 3/5 vote of the Board, and authorize the General Manager to execute, contract amendments # 7 and #8 with Wallace Group Inc for the preparation of construction documents, bid phase support, and support during construction for; 1) The installation and connection of the switchgear purchased under separate board action and 2) Construction of perimeter fencing around the Machado WWTF expansion parcel.

Continued to the December 4th Board Meeting

9. **Continuation of 9/25/2025 Board Meeting**

Discussion on proposed District Facility Use Policy RESOLUTION 2025-40 (Provide direction to staff or approve by 3/5 vote) (Pg. 257-268)

Requested by Director Green, Sangster & Davis

Review, discuss, and provide direction to staff regarding revision or adoption of a District Facility Use Policy

Continued to the December 4th Board Meeting

10. **Review and approve RESOLUTION 2025-42 removing references to Censure throughout Section 12 (K) of the Board Handbook most recently approved on October 24th, 2024. (approve by 3/5 Vote) (Pg. 269-335)**

Requested by Director Green, Davis and Sangster 9/25/25

Review and approve RESOLUTION 2025-42 adopting changes to the Board Handbook.

Continued to the December 4th Board Meeting

10. Board Comment:

Director Davis spoke about everyone being worried about Director Green's location and asked if the two Board Members that were supposedly sick need to bring in a Doctor's note; stating that he feels this was all a set up.

Director Green said that he agreed with Director Davis.

11. Adjourn to Closed Session/Closed Session Agenda:

Public Comment: None

1.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code, § 54957(b)(1)) Title:
Fire Chief**

Discussion

Continued to the December 4th Board Meeting

2.

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code, § 54956.8)
Property: Assessor's Parcel Numbers 027-420-016**

Agency Negotiator: Kelly Dodds

Negotiating Parties: Tannahill Ranch II LLC

Under Negotiation: Price and terms of payment for real property purchase

Discussion

Continued to the December 4th Board Meeting

12. Report out of Closed Session:

None

13. Adjournment to Next Regular Meeting:

At: 7:28 PM

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 9.3

SUBJECT: Authorize the San Miguel Fire Department, in partnership with the San Miguel Firefighters Association, to host Santa Clause at the San Miguel Fire Station (**Approve by 3/5 Vote**) (Pg. 50-52)

SUGGESTED ACTION: Approve the San Miguel Fire Department(SMFD), in partnership with the San Miguel Firefighters Association (SMFA), to host Santa Clause at the San Miguel Fire Station.

DISCUSSION:

The San Miguel Fire Department, in partnership with the San Miguel Firefighters Association, has conducted an annual Santa Clause visit and gift giveaway at the San Miguel Fire Station located at 1150 Mission Street for numerous years. Approval will allow this annual event that serves a public purpose and contributes to the public welfare to continue.

A signed waiver is on file with the General Manager for the proposed event.

FISCAL IMPACT:

Minor costs related to staff and legal counsels time to prepare this item.

PREPARED BY: Scott Young

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

This Waiver of Liability and Hold Harmless Agreement (“Agreement”) is entered into by and between San Miguel Community Services District, a California community services district (“Agency”), and the San Miguel Firefighters Association (“Organization”), in connection with Organization’s use of Agency property to conduct an annual Santa Visit.

1. Use of Premises. Agency hereby permits Organization to use San Miguel Fire Department at 1150 Mission Street on December 20, 2025, for the purpose of holding a Santa Visit (“Event”).

2. Assumption of Risk. Organization acknowledges that it voluntarily assumes all risks associated with holding the Event, including, but not limited to, risks of injury to participants, employees, volunteers, invitees, and members of the public.

3. Waiver and Release. To the fullest extent permitted by law, Organization hereby waives, releases, and discharges Agency, its officers, officials, employees, agents, and volunteers from any and all claims, liabilities, demands, actions, or causes of action arising out of or related to the Event, including use of the premises and facilities.

4. Indemnification and Hold Harmless. Organization shall defend, indemnify, and hold harmless Agency, its officers, officials, employees, agents, and volunteers from and against any and all claims, damages, losses, liabilities, judgments, costs, or expenses (including reasonable attorneys’ fees) arising out of or related to the Event, except to the extent caused by the sole negligence or willful misconduct of Agency.

5. Insurance. Organization shall maintain insurance coverage in types and amounts reasonably satisfactory to Agency and shall provide proof of such insurance upon request.

6. Compliance with Laws. Organization agrees to comply with all applicable federal, state, and local laws, regulations, and ordinances in conducting the Event.

7. No Agency Relationship. Nothing in this Agreement shall be construed to create any partnership, joint venture, or agency relationship between the parties.

8. Entire Agreement. This Agreement contains the entire understanding between the parties and may not be amended except in writing signed by both parties.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates written below:

San Miguel Firefighters Association (SMFA)

By: _____

Name: _____

Title: _____

Date: _____

San Miguel Community Services District

By: _____

Kelly Dodds, General Manager

Date: _____

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 9.4

SUBJECT: Authorize the Fire Chief to administer and execute an Office of Traffic Safety (OTS) Grant for \$12,600 including associated budget adjustments - Resolution 2025-45 (**Approve by 3/5 vote**) (Pg. 53-88)

SUGGESTED ACTION: Approve RESOLUTION 2025-45 authorizing the Fire Chief to accept and execute the Office of Traffic Safety (OTS) grant award in the amount of \$12,600.00 (including related budget adjustments) for the purchase of Auto Extrication equipment and digital alerting technology equipment as described and approved within the grant application.

DISCUSSION:

The San Miguel Fire Department applied for the 2025 Office of Traffic Safety (OTS) Grant requesting \$12,600.00 for funding to purchase new auto extrication equipment and digital alerting technologies improving public and first responder safety.

Funding received through the OTS grant opportunity will provide the Department the necessary funding to purchase new Rescue 42 Junior stabilization equipment and install HAAS Alerting devices on the Departments response vehicles.

The purchase and implementation of the new equipment will result in a higher level of overall safety for victims and Firefighters.

FISCAL IMPACT:

Funding for all expenditures as detailed within the OTS grant agreement shall be included in the award. A budget adjustment to FY 2025-26 budget of \$12,600.00 shall be required as follows:

Increase of \$12,600.00 to the revenue account 20-40500 for receiving funding.

Increase of \$12,600.00 to the expense object 20-456 for grant related expenses.

PREPARED BY: Scott Young

1. GRANT TITLE Regional Crash Response and Extrication Improvement Program	
2. NAME OF AGENCY San Miguel	3. Grant Period From: 10/01/2025 To: 09/30/2026
4. AGENCY UNIT TO ADMINISTER GRANT San Miguel Fire Department	
5. GRANT DESCRIPTION The city/county/regional fire agency will improve their crash response and extrication times by purchasing extrication equipment. Best practice strategies will be used to reduce the response time for the arrival of appropriate extrication equipment to traffic crash scenes and the time to extricate the victims of traffic crashes, thus increasing survivability. The grant will provide funding for new equipment and training for fire departments without extrication equipment or those that have existing equipment that has reached the end of its usable lifespan and is in need of replacement. In addition, the department will purchase e-digital alerting technology and educate the public about roadside safety.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$12,600.00 Allocation is contingent upon availability of federal funds.	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual • Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Scott Young TITLE: Fire Chief EMAIL: scott.young@sanmiguelcsd.org PHONE: (805) 467-3388 x103 ADDRESS: 1150 Mission Street San Miguel, CA 93451  <small>Scott Young (Oct 22, 2025 06:47:08 PDT)</small> _____ (_____) (Date) C. FISCAL OFFICIAL ADDRESS: Michelle Hido Financial Officer michelle.hido@sanmiguelcsd.org (805) 467-3388 x107 1765 Bonita Place San Miguel, CA 93451  _____ (_____) (Date)	B. AUTHORIZING OFFICIAL ADDRESS: Ashley Sangster Board President ashley.sangster@sanmiguelcsd.org (805) 467-3300 P.O. Box 180 San Miguel, CA 93451  <small>Ashley Sangster (Nov 3, 2025 14:39:02 PST)</small> _____ (_____) (Date) D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY ADDRESS: Stephanie Dougherty Director stephanie.dougherty@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  <small>Stephanie Dougherty (Nov 3, 2025 16:33:00 PST)</small> _____ (_____) (Date)

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. SAM INFORMATION</p> <p>SAM #: F4L6V65N1XX5 REGISTERED ADDRESS: 1765 Bonita Pl CITY: San Miguel ZIP+4: 93451-9129</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402EM-26	20.600	0521-0890-101	2025	04/25	BA/25	\$3,400.00
405h PRD-	20.616	0521-0890-101	2025	04/25	BA/25	\$9,200.00
					AGREEMENT TOTAL	\$12,600.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	
					\$12,600.00	
<p><i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i></p>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	
					\$ 0.00	
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
 <small>Carolyn Vu (Nov 3, 2025 14:41:38 PST)</small>			Nov 3, 2025	\$12,600.00		

1. PROBLEM STATEMENT**Describe the city, county, or jurisdiction this grant will impact.**

The increase of traffic coming through the San Miguel area, coupled with the Highway 101 and Wellsona Road expansion project, increases the need for emergency services to expand and improve safety measures. Improved safety measures will help in mitigating crashes as EMS are responding to service calls on the highway.

San Miguel is located at the northern most area of San Luis Obispo County. According to the 2023 Census estimates, San Luis Obispo County has a population of 282,013 people. San Miguel is a village and Census Designated Place (CDP) in a rural area of northern San Luis Obispo County, California. In 2,000 the community had a population of 1,427. By 2010 it had risen to 2,336 and today has an estimated population of 2,837 people. San Miguel is a tourist destination with historic architecture and vineyards as part of the Paso Robles wine region. The San Miguel Fire Department falls under the umbrella of the services encompassed by the San Miguel Community Services District. San Miguel Fire is an all-risk department and currently relies on Paid-On-Call Firefighters that provide emergency services throughout the community of San Miguel and the adjacent unrepresented areas of San Luis Obispo County and Camp Roberts. The department also provides mutual aid to the cities of Paso Robles, Atascadero, San Luis Obispo, Templeton, and as needed throughout San Luis Obispo County and the state. The Community Services District (CSD) encompasses 5.5 square miles. The San Miguel Fire Department is seeking to separate from the CSD and return to a Fire District, which will expand district boundaries intended to improve fire and EMS services within the County and State.

San Luis Obispo County is an up-and-coming wine region in California, with a growing number of tourists coming from Los Angeles in the south and San Francisco in the north. San Luis Obispo County is located at the approximate mid-point between Los Angeles and San Francisco. The 101 Highway is a popular corridor to travel between San Francisco to Los Angeles, and also the corridor used to travel from Monterey County to the growing wine region of Paso Robles. Traffic has increased substantially on this corridor as more wineries offer weekend get-aways and events. The speed limit on this section of Highway 101 has recently been reduced from 70 mph to 65 mph due to an increase in recent years of fatalities and injury crashes. The California Highway Patrol (CHP) has reported both a higher incidence as well as elevated speeds of high-speed offenders on this stretch of US 101.

This decision is a result of Caltrans Director's Policy 36, DP-36, which defines a shift in implementing safety at Caltrans. Adopted in February 2022, this policy promotes a vision to eliminate fatalities and serious injuries on California's roadways by 2050 and to provide safer outcomes for all communities.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).

The San Miguel Fire Department seeks to improve safety measures and mitigate the potential for increased traffic crashes during the Highway 101 and Wellsona Road expansion project and continue using the digital advanced warning system moving forward. As a component of this expansion, traffic, including semi-truck is being rerouted through the small township. This path of travel is putting extra traffic through areas which were not designed to manage this type of traffic.

The San Miguel Fire Department is responsible for responding to traffic emergencies along the north and south running Highway 101 corridor. This is a stretch of highway extending from Wellsona Road at the south to the Monterey County line and beyond to the north. This is a heavily traveled corridor for both travelers and semi-trucks who are transporting freight throughout the state. This is heavy wine making industry area, where not only freight is being moved on this corridor, but also chemicals used within the wine industry.

There is a stretch of this highway that is currently undergoing safety improvements. The purpose of these improvements is to reduce the number and severity of traffic crashes at the intersection of Wellsona Road and Highway 101.

This intersection is one of the most dangerous intersections in San Luis Obispo County. According to Caltrans, this intersection of Highway 101 and Wellsona Road has been experiencing a pattern of broadside and left-turn merge-related crashes. These have been documented through the Caltrans Traffic Accident Surveillance and Analysis System (TASAS). The intersection has experienced a concentration of crashes related to drivers not yielding to the right of way. In the most recent 5-year period, this intersection has experienced 16 crashes; of these, 14 were multi-vehicle crashes and 3 were fatal crashes. Based on the analysis of crash statistics, the traffic crash rate at this location is higher than the statewide average and Caltrans determined that action would be required to reduce the potential for crashes at this intersection.

Using digital technology to support an advanced warning system for first responder vehicles will mitigate responder to responder crashes. Additionally, educating the community about current technology and the ability to download apps to alert drivers to traffic crashes will reduce crashes, and provide safer conditions for first responders working incidents on the roads.

Define the target population the grant intends to serve and how they are affected by the problem(s).

San Miguel is located at the northern most point of San Luis Obispo County. San Miguel is comprised of 73% Hispanics and 47.6% of San Miguel residents are foreign born. The poverty rate of San Miguel is 29.9%. This is higher than San Luis Obispo County and the state of California, which have poverty rates of 12.6% and 13.2% respectively. According to the 2022 Census, 96% of San Miguel's working population travel to work. The mean travel time is 25.1 minutes. This data suggests that the population who will benefit from this grant, other than tourists coming from northern California, are local residents within the San Miguel community who are marginalized and have been burdened by poverty and inequality.

This community travels along this highway corridor with the knowledge that it is extremely dangerous. The probability of danger increases during the period of construction and expansion. SMFD will mitigate traffic incidents, as well as increase safety measures to protect lives, both of first responders and community members.

Advancement of the technological reach for the fire department will improve communications with commuters within the department's response area, and beyond. Additionally, the tools will improve the performance of the extrication equipment that was recently purchased.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Decrease the average extrication time, from the time of arrival at the crash site to transport.

B. Objectives:

	Target Number
1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.	1
2. Purchase and place pieces of specialized rescue equipment in strategic locations within the jurisdiction.	2
3. Train firefighters in the use of the new equipment.	12
4. Conduct traffic safety presentations with an effort to reach persons and communities.	2
5. Display the OTS funded equipment during Public Safety Fairs, community festivals and/or other Department or community events.	2
6. Report on the number of times the grant-funded equipment is used during an extrication, provide a brief overview of the incident and indicate if the equipment was used to save a life.	4
7. Decrease the average extrication time, from the time of arrival at the crash site to transport, from 15 minutes to 10 minutes.	10
8. Purchase and install digital alert technology in emergency vehicles to provide other motorists advance warning to slow down and move over.	4

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- Determine specific equipment requirements.
- Request equipment vendor price quotation for the required equipment per host agency requirement.
- Submit purchase orders to equipment vendors for purchase of the equipment.
- Prepare and execute Memorandums of Understanding (MOU) with recipient agencies.

Media Requirements

- Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

- Inventory the new equipment following delivery.
- Disperse equipment to identified recipient agencies.
- Plan a media event announcing the grant funded equipment.
- Recipient agencies will identify training needs and objectives and coordinate instructional staff to conduct a high quality training program for their respective agency.
- Recipient agencies will develop a preventive maintenance schedule for the new equipment following manufacturers' recommendations.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.

- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

GRANT AGREEMENT

Schedule B

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT		
405h PRD-26	20.616	Preventing Roadside Deaths	\$9,200.00		
402EM-26	20.600	State and Community Highway Safety	\$3,400.00		
COST CATEGORY		FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS					
<u>Straight Time</u>					\$0.00
<u>Overtime</u>					\$0.00
Category Sub-Total					\$0.00
B. TRAVEL EXPENSES					
					\$0.00
					\$0.00
Category Sub-Total					\$0.00
C. CONTRACTUAL SERVICES					
					\$0.00
Category Sub-Total					\$0.00
D. EQUIPMENT					
					\$0.00
Category Sub-Total					\$0.00
E. OTHER DIRECT COSTS					
Extrication Items		402EM-26	\$1,700.00	2	\$3,400.00
Digital Alert Technology		405h PRD-26	\$2,300.00	4	\$9,200.00
Category Sub-Total					\$12,600.00
F. INDIRECT COSTS					
					\$0.00
Category Sub-Total					\$0.00
GRANT TOTAL					\$12,600.00

BUDGET NARRATIVE	
PERSONNEL COSTS	-
TRAVEL EXPENSES	-
CONTRACTUAL SERVICES	-
EQUIPMENT	-
OTHER DIRECT COSTS	Extrication Items - Costs may include the following: airbags and accessories, axes, combi-tools, cribbing, cutters, driver-side airbag covers, extrication gloves, generators, hoses, portable lights, rams and supports, rescue saws, rescue struts and plates, retrofit kits, ropes, sawzalls, and step chocks. Additional items may be purchased if approved by OTS. Each extrication item must operate independent of a grant-funded power unit.
	Digital Alert Technology - Technology installed in emergency vehicles to provide other motorists advance warning to slow down and move over to increase awareness of first responders. Costs may include digital alert technology, installation, and taxes.
INDIRECT COSTS	-
STATEMENTS/DISCLAIMERS	There will be no program income generated from this grant.

**Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (*23 U.S.C. 324 et seq.*), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) [\[U\]](#) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)
(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING
(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING
(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE **(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with [Executive Order 13513](#), Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS	
Grant Number:	EM26009
Agency Name:	San Miguel Fire Department
Grant Title:	Regional Crash Response and Extrication Improvement Program
Agreement Total:	\$12,600.00
Authorizing Official:	Ashley Sangster
Fiscal Official:	Michelle Hido
Grant Director:	Scott Young

CURRENT GEMS USER(S)

1. Michelle Hido

Title: Financial Officer
Phone: (805) 467-3388 x107
Email: michelle.hido@sanmiguelcsd.org

Media Contact: No

2. Scott Young

Title: Fire Chief
Phone: (805) 467-3388 x103
Email: scott.young@sanmiguelcsd.org

Media Contact: Yes

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 2		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 3		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 4		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 5		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
Form completed by: <i>Scott Young</i>		Date: Oct 22, 2025	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.			
<u><i>Scott Young</i></u> <small>Scott Young (Oct 22, 2025 06:47:08 PDT)</small>		Scott Young	
Signature		Name	
Oct 22, 2025		Grant Director	
Date		Title	

Grant Agreement - EM26009

Final Audit Report

2025-11-04

Created:	2025-10-20
By:	Bao Her (bao.her@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkcS-qo72UVnVAD038R8apQosAPjvSU1v

"Grant Agreement - EM26009" History

-  Document created by Bao Her (bao.her@ots.ca.gov)
2025-10-20 - 4:15:53 PM GMT
-  Document emailed to Scott Young (scott.young@sanmiguelcsd.org) for signature
2025-10-20 - 4:16:01 PM GMT
-  Email viewed by Scott Young (scott.young@sanmiguelcsd.org)
2025-10-22 - 1:41:55 PM GMT
-  Document e-signed by Scott Young (scott.young@sanmiguelcsd.org)
Signature Date: 2025-10-22 - 1:45:04 PM GMT - Time Source: server
-  Document emailed to scott.young@sanmiguelcsd.org for signature
2025-10-22 - 1:45:07 PM GMT
-  Email viewed by scott.young@sanmiguelcsd.org
2025-10-22 - 1:45:27 PM GMT
-  Signer scott.young@sanmiguelcsd.org entered name at signing as Scott Young
2025-10-22 - 1:47:06 PM GMT
-  Document e-signed by Scott Young (scott.young@sanmiguelcsd.org)
Signature Date: 2025-10-22 - 1:47:08 PM GMT - Time Source: server
-  Document emailed to Michelle Hido (michelle.hido@sanmiguelcsd.org) for signature
2025-10-22 - 1:47:22 PM GMT
-  Email viewed by Michelle Hido (michelle.hido@sanmiguelcsd.org)
2025-10-22 - 3:01:13 PM GMT
-  Document e-signed by Michelle Hido (michelle.hido@sanmiguelcsd.org)
Signature Date: 2025-10-22 - 3:19:43 PM GMT - Time Source: server

 Document emailed to ashley.sangster@sanmiguelcsd.org for signature

2025-10-22 - 3:19:45 PM GMT

 Email viewed by ashley.sangster@sanmiguelcsd.org

2025-11-03 - 10:38:30 PM GMT

 Signer ashley.sangster@sanmiguelcsd.org entered name at signing as Ashley Sangster

2025-11-03 - 10:39:00 PM GMT

 Document e-signed by Ashley Sangster (ashley.sangster@sanmiguelcsd.org)

Signature Date: 2025-11-03 - 10:39:02 PM GMT - Time Source: server

 Document emailed to Carolyn Vu (Carolyn.Vu@ots.ca.gov) for signature

2025-11-03 - 10:39:04 PM GMT

 Email viewed by Carolyn Vu (Carolyn.Vu@ots.ca.gov)

2025-11-03 - 10:41:28 PM GMT

 Document e-signed by Carolyn Vu (Carolyn.Vu@ots.ca.gov)

Signature Date: 2025-11-03 - 10:41:38 PM GMT - Time Source: server

 Document emailed to Stephanie Dougherty (stephanie.dougherty@ots.ca.gov) for signature

2025-11-03 - 10:41:40 PM GMT

 Email viewed by Stephanie Dougherty (stephanie.dougherty@ots.ca.gov)

2025-11-04 - 0:29:53 AM GMT

 Document e-signed by Stephanie Dougherty (stephanie.dougherty@ots.ca.gov)

Signature Date: 2025-11-04 - 0:33:00 AM GMT - Time Source: server

 Agreement completed.

2025-11-04 - 0:33:00 AM GMT

Application Information

Application No: 26-006775

Application Type:	EMS	Agency (City or County):	San Miguel	Department (Police Dept, DA Office, etc):	San Miguel Fire Department
Authorized Representative:	Scott Young	Additional Contact Email:	scott.young@sanmiguelcsd.org	DUNS/SAM Number:	F4L6V65N1XX5
DUNS/SAM Expiration Date:	1/22/2026	DUNS/SAM Registered Address:	1765 BONITA PL	DUNS/SAM City:	San Miguel
DUNS/SAM ZIP+4:	93451-9129				

Application Summary

Grants Made Easy Application Titles and Descriptions are pre-populated. For General Grants, provide the Application Title and Application Description.

Application Title:

Regional Crash Response and Extrication Improvement Program

Application Description:

The city/county/regional fire agency will improve their crash response and extrication times by purchasing extrication equipment. Best practice strategies will be used to reduce the response time for the arrival of appropriate extrication equipment to traffic crash scenes and the time to extricate the victims of traffic crashes, thus increasing survivability. The grant will provide funding for new equipment and training for fire departments without extrication equipment or those that have existing equipment that has reached the end of its usable lifespan and is in need of replacement.

Problem Statement

Describe the problem(s) to be addressed utilizing current data, do not include state or national information.

1. Describe the city, county, or jurisdiction this grant will impact.

Problem Statement:

The increase of traffic coming through the San Miguel area, coupled with the Highway 101 and Wellsona Road expansion project, increases the need for emergency services to expand and improve safety measures. Improved safety measures will help in mitigating accidents as EMS are responding to service calls on the highway.

San Miguel is located at the northern most area of San Luis Obispo County. According to the 2023 Census estimates, San Luis Obispo County has a population of 282,013 people. San Miguel is a village and Census Designated Place (CDP) in a rural area of northern San Luis Obispo County, California. In 2,000 the community had a population of 1,427. By 2010 it had risen to 2,336 and today has an estimated population of 2,837 people. San Miguel is a tourist destination with historic architecture and vineyards as part of the Paso Robles wine region. The San Miguel Fire Department falls under the umbrella of the services encompassed by the San Miguel Community Services District. San Miguel Fire is an all-risk department and currently relies on Paid-On-Call Firefighters that provide emergency services throughout the community of San Miguel and the adjacent unrepresented areas of San Luis Obispo County and Camp Roberts. The department also provides mutual aid to the cities of Paso Robles, Atascadero, San Luis Obispo, Templeton, and as needed throughout San Luis Obispo County and the state. The Community Services District (CSD) encompasses 5.5 square miles. The San Miguel Fire Department is seeking to separate from the CSD and return to a Fire District, which will expand district boundaries intended to improve fire and EMS services within the County and State.

San Luis Obispo County is an up-and-coming wine region in California, with a growing number of tourists coming from Los Angeles in the south and San Francisco in the north. San Luis Obispo County is located at the approximate mid-point between Los Angeles and San Francisco. The 101 Highway is a popular corridor to travel between San Francisco to Los Angeles, and also the corridor used to travel from Monterey County to the growing wine region of Paso Robles. Traffic has increased substantially on this corridor as more wineries offer weekend get-aways and events. The speed limit on this section of Highway 101 has recently been reduced from 70 mph to 65 mph due to an increase in recent years of fatalities and injury collisions. The California Highway Patrol (CHP) has reported both a higher incidence as well as elevated speeds of high-speed offenders on this stretch of US 101.

This decision is a result of Caltrans Director's Policy 36, DP-36, which defines a shift in implementing safety at Caltrans. Adopted in February 2022, this policy promotes a vision to eliminate fatalities and serious injuries on California's roadways by 2050 and to provide safer outcomes for all communities.

2. Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats)

Problem Statement:

The San Miguel Fire Department seeks to improve safety measures and mitigate the potential for increased traffic collisions during the Highway 101 and Wellsona Road expansion project and continue using the digital advanced warning system moving forward. As a component of this expansion, traffic, including semi-truck is being rerouted through the small township. This path of travel is putting extra traffic through areas which were not designed to manage this type of traffic.

The San Miguel Fire Department is responsible for responding to traffic emergencies along the north and south running Highway 101 corridor. This is a stretch of highway extending from Wellsona Road at the south to the Monterey County line and beyond to the north. This is a heavily traveled corridor for both travelers and semi-trucks who are transporting freight throughout the state. This is heavy wine making industry area, where not only freight is being moved on this corridor, but also chemicals used within the wine industry.

There is a stretch of this highway that is currently undergoing safety improvements. The purpose of these improvements is to reduce the number and severity of traffic collisions at the intersection of Wellsona Road and Highway 101.

This intersection is one of the most dangerous intersections in San Luis Obispo County. According to Caltrans, this intersection of Highway 101 and Wellsona Road has been experiencing a pattern of broadside and left-turn merge-related collisions. These have been documented through the Caltrans Traffic Accident Surveillance and Analysis System (TASAS). The intersection has experienced a concentration of collisions related to drivers not yielding to the right of way. In the most recent 5-year period, this intersection has experienced 16 collisions; of these, 14 were multi-vehicle collisions and 3 were fatal collisions. Based on the analysis of accident statistics, the traffic collision rate at this location is higher than the statewide average and Caltrans determined that action would be required to reduce the potential for collisions at this intersection.

Using digital technology to support an advanced warning system for first responder vehicles will mitigate responder to responder collisions. Additionally, educating the community about current technology and the ability to download apps to alert drivers to traffic collisions will reduce collisions, and provide safer conditions for first responders working incidents on the roads.

3. Define the target population the grant intends to serve and how they are affected by the problem(s).

Problem Statement:

San Miguel is located at the northern most point of San Luis Obispo County. San Miguel is comprised of 73% Hispanics and 47.6% of San Miguel residents are foreign born. The poverty rate of San Miguel is 29.9%. This is higher than San Luis Obispo County and the state of California, which have poverty rates of 12.6% and 13.2% respectively. According to the 2022 Census, 96% of San Miguel's working population travel to work. The mean travel time is 25.1 minutes. This data suggests that the population who will benefit from this grant, other than tourists coming from northern California, are local residents within the San Miguel community who are marginalized and have been burdened by poverty and inequality.

This community travels along this highway corridor with the knowledge that it is extremely dangerous. The probability of danger increases during the period of construction and expansion. This grant will improve the ability of the SMFD to mitigate traffic incidents, as well as increase safety measures to protect lives, both of first responders and community members.

This grant will increase and advance the technological reach for the fire department to improve communications with commuters within the department's response area, and beyond.

Additionally, the purchase of the requested tools will improve the performance of the extrication equipment that was recently purchased.

Traffic Data Summary:

Complete the table below using local data, do not use the OTS Rankings or SWITRS.

Include all data for each **agency/location** that will receive equipment from this grant.

REGIONAL TRAFFIC CRASH EXPERIENCE OVER THE PAST THREE YEARS HAS BEEN:

Crash Type	2024		2023		2022	
	Crashes	Victims	Crashes	Victims	Crashes	Victims
Fatal	0	0	2	2	1	1
Injury	9	14	33	22	42	10

Ensure there are statistics for **each station** included in the application. Copy and paste chart for each additional station requesting equipment.

If more than three stations are requesting equipment, please copy and paste chart and information to a word document and then attach it to the grant application.

Station Name and Number: San Miguel Fire Department

Problem Description: The increase of traffic coming into the San Miguel area via Highway 101, increases the need for emergency services to expand and improve safety measures. Improved safety measures will protect will help in mitigating accidents when EMS is responding to service calls on the highway.

For each station requesting equipment, explain whether the station is located in a rural or urban area (list the community or city), the type of crashes (high speed, curvy roadway, over the side), and any section of highway(s) involved. Also indicate whether the station currently has extrication equipment and the age of the equipment. If the station doesn't have equipment, indicate the nearest equipment and estimated time of arrival.

STATISTICS	2024	2023	2022
Total Number Of Responses (All Calls For Service)	290	336	339
Total Number Of Traffic Crash Related Calls	25	25	42
Number Of Traffic Crash Victims Requiring Extrication In Region	9	9	14
Number Of Victims Where Mutual Aid Extrication Services Were Provided To Other Jurisdictions	4	9	14
Average Extrication Time (Arrival At Site To Transport)	0:40	0:46	0:44

Station Name and Number: N/A

Problem Description:

STATISTICS	20XX	20XX	20XX
Total Number Of Responses (All Calls For Service)			
Total Number Of Traffic Crash Related Calls			
Number Of Traffic Crash Victims Requiring Extrication In Region			
Number Of Victims Where Mutual Aid Extrication Services Were Provided To Other Jurisdictions			
Average Extrication Time (Arrival At Site To Transport)			

Proposed Solution

Equity:

San Miguel Fire Department is committed to elevating awareness and education within the community. San Miguel Fire Department, although existing in a high poverty area, with a low tax base, strives to bring in funding through various avenues to expand programs and increase safety for the community.

Equity is expressed in the project as the SMFD is asking for two specific items that will improve safety within the community. The first is to equip department vehicles with digital alerts. Digital alerts are electronic notifications that let first responders know when another equipped emergency vehicle is actively responding, and they are approaching the same intersection as your vehicle. The SMFD will also conduct a bilingual media campaign to raise awareness within the community so that community members can download a digital app which will in turn notify the public when first responders are responding to a traffic incident. This will allow drivers to have notification of hazards in their path and allow them to slow down or move over to avoid any further collisions. This component of the request will improve safety measures for both first responders and community members, as both will be alerted to vehicles responding to an incident.

Additionally, the SMFD is requesting funds for two pieces of rescue equipment to be used in concert with recently purchased extrication equipment.

Equity is addressed in this proposal in that the San Miguel Fire Department is seeking to equip the community with the latest safety technologies that more prosperous communities have available to them.

Strategies:

The San Miguel Fire Department is able to partner with local media and the community to provide education about digital alerts and advanced warning systems, and the apps that people can use to be made aware of traffic incidents within their community. This media campaign will be in both Spanish and English. Digital technology for advanced warning systems have proven to reduce the risk of collision by 90%, compared to traditional lights alone. These alerts provide early warning if vehicles are about to cross paths with another emergency vehicle.

The San Miguel Fire department is seeking to be proactive with the Highway 101 and Wellsona Road expansion project to save lives, prevent collisions and provide the highest level of emergency response to the community and beyond.

Agency Qualifications:

The San Miguel Fire Department is a combination fire department staffed with one full-time fire chief and 11 paid-on-call (POC) firefighters. The firefighters respond from a single station with a fleet of two engines, one brush/quick attack units and three support vehicles. The department responds to an average of 364 incidents annually, which include an average of 10 structural fires, 3 vehicle fires, 18 vegetation fires, 7 hazardous condition calls, and 230 rescue/EMS calls. During 2020-2022 the department provided automatic aid an average of 56 times annually and received automatic aid an average of 69 times annually. The closest mutual/automatic aid partner is a Cal Fire Station that is 15 minutes away.

The fire chief has 18 years of experience in fire safety. He is well versed in managing the fire department budget, complying with and ensuring grant compliance. He is the responsible party for procurement of all fire department purchases. The fire department is under the umbrella of the San Miguel Community Services District and therefore follows the CSD procurement procedures, which also ensures that there is a check and balance to all large procurements.

Community Collaboration and Engagement

Provide a description of the community collaboration and engagement activities that will be conducted and/or participated in by your department and addresses traffic safety. Community collaboration and engagement allows for the appropriate department personnel to engage in conversations to both share information and receive input from the community members regarding traffic safety.

Community Collaboration and Engagement:

The San Miguel Fire Department will host a Fire Safety Day in which it will be able to showcase the new digital advanced warning system. Fire Safety Day will have the opportunity to partner with other community safety agencies, San Miguel Fire Department will use this opportunity to not only showcase this new technology, but also educate the community about highway safety and the relationship between speed, awareness and probability to crash. Partner agencies for this event will include California Highway Patrol, San Luis Ambulance, Mercy Air Ambulance, San Luis Obispo Sheriff's Office, San Luis Obispo Public Health, Adventist Health Twin Cities Hospital, and the San Miguel Joint Union School District.

Goals

Description
Reduce the number of persons killed in traffic crashes.
Reduce the number of persons injured in traffic crashes.
Decrease the average extrication time, from the time of arrival at the crash site to transport.
Custom Description

Objectives

Included	Target Number	Description
Yes	1	Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.
Yes	1	Develop Memorandums of Understanding (MOUs) with recipient agencies which contain the following: a list and description of equipment; an explanation of the submission of data collection and quarterly reporting; the responsibility of maintaining equipment; and the reporting of the fair market value of equipment every other year.
Yes	1	Purchase and place fully equipped extrication systems in strategic locations within the jurisdiction.
Yes	0	Purchase and place pieces of specialized rescue equipment in strategic locations within the jurisdiction.
Yes	12	Train firefighters in the use of the new equipment.
Yes	2	Conduct traffic safety presentations with an effort to reach persons and communities.
Yes	4	Display the OTS funded equipment during Public Safety Fairs, community festivals and/or other Department or community events.
Yes	1	Report on the number of times the grant-funded equipment is used during an extrication, provide a brief overview of the incident and indicate if the equipment was used to save a life.
Included	Target Number	Custom Description

Method of Procedure

Phase 1 - Program Preparation:

- Determine specific equipment requirements.
- Request equipment vendor price quotation for the required equipment per host agency requirement.
- Submit purchase orders to equipment vendors for purchase of the equipment.
- Prepare and execute Memorandums of Understanding (MOU) with recipient agencies.

Media Requirements

- Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

Phase 1 - Program Preparation Addendum:

Phase 2 - Program Operations:

- Inventory the new equipment following delivery.
- Disperse equipment to identified recipient agencies.
- Plan a media event announcing the grant funded equipment.
- Recipient agencies will identify training needs and objectives and coordinate instructional staff to conduct a high quality training program for their respective agency.
- Recipient agencies will develop a preventive maintenance schedule for the new equipment following manufacturers' recommendations.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

Phase 2 - Program Operations Addendum:

Phase 3 - Data Collection:

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

Phase 3 - Data Collection Addendum:

Budget

Travel Expenses

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
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Travel Expenses: \$0.00

Contractual Services

Do not include brand names or names of specific organizations.

Equipment (must have Unit Cost of at least \$10,000 including tax and shipping)

Do not include brand names or names of specific organizations.

Please include an equipment quote in the Upload Documents Tab.

NOTE : When creating a new "Equipment" budget item, the *Standard Language Item* drop down list may not be available. When this is the case, complete only the required fields and save the budget item. Once saved, select the *Edit* button (pencil icon); the *Standard Language Item* drop down list will be available for selection. Alternatively, if not requesting a *Standard Language Item*, please utilize the *Custom Narrative* field to enter an appropriate narrative.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
---------------	---------------	-----------	-------------------	-------	--------------------------

Equipment: \$0.00

Other Direct Costs (must have Unit Cost of less than \$10,000, including tax and shipping)

Do not include brand names or names of specific organizations.

NOTE : When creating a new "Other Direct Cost" budget item, the *Standard Language Item* drop down list may not be available. When this is the case, complete only the required fields and save the budget item. Once saved, select the *Edit* button (pencil icon); the *Standard Language Item* drop down list will be available for selection. Alternatively, if not requesting a *Standard Language Item*, please utilize the *Custom Narrative* field to enter an appropriate narrative.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
500.0	E. Other Direct Costs	Extrication Items	\$1,699.00	2	\$3,398.00
501.0	E. Other Direct Costs	Digital Advanced Warning System	\$1,797.00	4	\$7,188.00

Other Direct Costs: \$10,586.00

Indirect Costs

NOTE - Entry for Indirect Cost is different than prior years. Please read instructions carefully.

Item Name should indicate the % and the types of costs subject to the Indirect Cost Rate e.g. 15% of Salaries and Benefits. Enter one Unit Cost equal to the estimated Indirect Costs.

Indirect Cost Rate must be supported by a federally approved indirect cost rate letter and uploaded to the application.

Display Order	Cost Category	Item Name	Units	Unit Cost or Rate	Calculated Cost to Grant
600.0	F. Indirect Costs	Installation	4	\$500.00	\$2,000.00

Indirect Costs: \$2,000.00

Total Requested Funding: \$12,586.00

Narrative Review

Review and update Narrative for Budget Items

Cost Category	Item	Narrative	Custom Narrative
E. Other Direct Costs	Extrication Items	Costs may include the following: airbags and accessories, axes, combi-tools, cribbing, cutters, driver-side airbag covers, extrication gloves, generators, hoses, portable lights, rams and supports, rescue saws, rescue struts and plates, retrofit kits, ropes, sawzalls, and step chocks. Additional items may be purchased if approved by OTS. Each extrication item must operate independent of a grant-funded power unit.	Needed items to accompany recently purchased extrication equipment.
E. Other Direct Costs	Digital Advanced Warning System		Digital technology cost is annual service per vehicle. Product is offered in blocks of three year commitments.
F. Indirect Costs	Installation		Cost to install digital advanced warning system into emergency response vehicles.

Upload Documents (Optional)

Document Name	Update Date/Time
26-006775 OTS Tentatively Approved Your Application.pdf	6/4/2025 3:49 PM
Application Report 2025-01-31 18:11:44.pdf	5/8/2025 1:08 PM
DCD-2-CFR-Guide.pdf	5/8/2025 1:08 PM

Evaluation, Support, and Submittal

Evaluation, Support, and Submittal

Method of Evaluation:

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

Administrative Support:

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

Total Requested Funding:

\$12,586.00

RESOLUTION NO. 2025-45

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISTRICT
FIRE CHIEF TO EXECUTE AND ADMINISTER A GRANT AGREEMENT FOR THE
OFFICE OF TRAFFIC SAFETY (OTS) GRANT**

WHEREAS, San Miguel Community Services District Fire Department ("Department") has undertaken the responsibility of providing fire protection and emergency services within the San Miguel Community Services District, County of San Luis Obispo, and State of California; and

WHEREAS, the Board of Directors recognizes the Departments need to upgrade equipment to keep pace with the everchanging complexity in vehicle manufacturing in order to perform rapid patient extrication operations resulting in the increased potential to save lives and to reduce the possible of injury to Firefighters; and

WHEREAS, the Department applied for and was awarded the 2025 Office of Traffic Safety (OTS) Grant in the amount of \$12,600.00 for purposes of purchasing new auto extrication equipment and alerting technology; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors herby does resolve, determine, and order as follows:

1. The Board authorizes Fire Chief Scott Young to execute and administer a grant agreement, including any amendments, for the 2025 OTS Grant award.
2. The Board authorizes FY 2025-26 Budget adjustments as follows:
 - a. Increase to Fund 20, Expense Object Code 456 in the amount of \$12,600.00
 - b. Increase to Fund 20, Revenue Account 40500 in the amount of \$12,600.00

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 ____ day of _____ 2025.

Scott Young, Fire Chief

ATTEST:

Tamara Parent, Board Clerk

Ashley Sangster, President Board of Directors

APPROVED AS TO FORM:

Christina M. Pritchard, Deputy General Counsel

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 9.5

SUBJECT: 2025 Volunteer Fire Assistance Grant (VFA) acceptance by RESOLUTION 2025-46
(Approve by 3/5 vote) (Pg. 89-100)

SUGGESTED ACTION: Approve RESOLUTION 2025-46 authorizing the Fire Chief to accept and administer the 2025 Volunteer Fire Assistance Grant (VFA) award agreement number 7FG25101 from Cal Fire in matching grant funding in the amount of \$14,826.28 for the purchase of equipment as described and approved within the grant application.

Total purchases shall not exceed: \$29,652.56

DISCUSSION:

San Miguel Fire applied for the 2025 Volunteer Fire Assistance (VFA) Grant requesting a 50% matching grant for funding for a total project amount of \$29,652.56 to assist with the procurement of essential items required for Firefighter safety.

The San Miguel Fire Department's application was approved in the amount of \$14,825.28 for a total of purchases to not exceed \$29,652.56. Budget line item \$40,000.00 (20-456)

FISCAL IMPACT:

Acceptance of the VFA grant will result in a cost to the District of \$14,825.28 which is already included in the FY 25-26 Fire Department Budget.

No additional adjustments or allocations are required.

PREPARED BY: Scott Young

**State of California
Department of Forestry and Fire Protection (CAL FIRE)
Cooperative Fire Protection
GRANT AGREEMENT**

APPLICANT:

PROJECT TITLE: Volunteer Fire Capacity

GRANT AGREEMENT: 7FG25101

PROJECT PERFORMANCE PERIOD is from date upon approval through August 31, 2026.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed **\$14,826.28** (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

San Miguel CSD Fire Department
Applicant

By Scott Young
Signature of Authorized Representative

Title Fire Chief

Date November 11, 2025

By _____

Title: **David Scheurich**
Staff Chief, Cooperative Fire Protection

Date _____

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER 7FG25101	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354025DG2012154	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$14,826.28
GL UNIT 3540	BUD REF 001	CHAPTER 4
PROGRAM NUMBER 9999000FED	ENY 2025	ADJ. INCREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	ADJ. DECREASING ENCUMBRANCE \$ 0.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92801	UNENCUMBERED BALANCE \$14,826.28

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

Signature of CAL FIRE Accounting Officer

Date

**VOLUNTEER FIRE CAPACITY PROGRAM
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Volunteer Fire Capacity Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and San Miguel CSD Fire Department hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Capacity program in California, hereinafter referred to as VFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2106), as amended.
2. This is a subaward under the FY2025 State of California Volunteer Fire Capacity Projects Grant #25-DG-11052012-154 awarded to STATE by the Forest Service on September 20, 2025. The Federal Assistance Listing for the award is 10.698, Cooperative Fire Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2025.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.**
5. **INCORPORATION: The Procedural Guide for Volunteer Fire Capacity Program 2025, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.**
6. **TIMELINESS: Time is of the essence in this Agreement.**
7. **FORFEITURE OF AWARD: LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than January 31, 2026 or LOCAL AGENCY will forfeit the funds.**

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2025** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$14,826.28** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and AUGUST 31, 2026.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than NOVEMBER 1, 2026 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: LOCAL AGENCY shall notify STATE prior to purchase of any Equipment as defined under 2 CFR 200.1 "Equipment." Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2 CFR 200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$10,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFC Funds.

12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: San Miguel CSD Fire Department
PO Box 180
San Miguel, CA. 93451
Attention: Scott Young, Fire Chief
Telephone Number(s): 805-975-8583
E-mail scott.young@sanmiguelcsd.org

STATE: **Department of Forestry and Fire Protection**
Grants Management Unit, Attn: VFC
P. O. Box 944246
Sacramento, California 94244-2460
E-MAIL: CALFIRE.GRANTS@fire.ca.gov

13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
17. FEDERAL INTEREST IN EQUIPMENT: Items of equipment with a current fair market value in excess of \$10,000 (per-unit) may be retained or sold by LOCAL AGENCY once it is no longer needed for the original project, program, or for other activities supported by the awarding Federal agency. However, the Federal agency is entitled to an amount calculated by multiplying the percentage of the Federal agency's contribution towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the STATE may permit the LOCAL AGENCY to retain, from the Federal share, \$1,000 of the proceeds to cover expenses associated with the selling and handling of the equipment. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$10,000 will be assigned a VFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFC Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the California State Auditor, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public points of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

- b. Establish a Drug-Free Awareness Program to inform employees about:
- 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
- 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM:** The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through August 31, 2026.
26. **TERMINATION:** This Agreement may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or a de minimis rate if LOCAL AGENCY does not have an approved NICRA, not to exceed 15%. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.

E. Proposed Project (List individual items for funding. Include tax and shipping in unit cost):

	Type	Item	Quantity	Unit Cost	Item Total
1.	Safety - Wildland	Whites Boots	14	\$ 478.44	\$ 6,698.16
2.	Safety - Wildland	True North Brush Shirt	28	\$ 194.35	\$ 5,441.80
3.	Safety - Wildland	Dual Compliant Pants	28	\$ 239.03	\$ 6,692.84
4.	Safety - Wildland	Leather work gloves	40	\$ 11.45	\$ 458.00
5.	Safety - Wildland	Bullard Shroud	14	\$ 83.29	\$ 1,166.06
6.	Safety - Wildland	Bullard Helmet	14	\$ 113.30	\$ 1,586.20
7.	Safety - Wildland	Wolfpack Belt	14	\$ 56.31	\$ 788.34
8.	Safety - Wildland	Saywer Chaps	6	\$ 286.86	\$ 1,721.16
9.	Training	S212 Wildland Chainsaw	6	\$ 550.00	\$ 3,300.00
10.	Training	Operator 1E Wildland App	6	\$ 550.00	\$ 3,300.00
11.	Training	CA219 Firing Operations	6	\$ 550.00	\$ 3,300.00
12.	Training	S270 Basic Air Operations	6	\$ 300.00	\$ 1,800.00
13.					\$ 0.00
14.					\$ 0.00
15.					\$ 0.00
16.					\$ 0.00
17.					\$ 0.00
18.					\$ 0.00
19.					\$ 0.00
20.					\$ 0.00
21.					\$ 0.00
22.					\$ 0.00

F. CAL FIRE USE ONLY (Formula-Driven)

Award: \$14,826.28
AJ

Project Total Cost: \$ 36,252.56



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME San Miguel Community Services District Fire Department	PR/AWARD NUMBER OR PROJECT NAME 7FG25101
--	--

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Prefix: First Name:
 Middle Name:
 Last Name:
 Suffix:
 Title:

SIGNATURE(S) Scott Young <i>Scott Young</i>	DATE <input type="text" value="11-11-2025"/>
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In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**BEFORE THE BOARD OF DIRECTORS OF THE
San Miguel Community Services District Fire Department
COUNTY OF San Luis Obispo, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: 2025-46

Approving the Department of Forestry and Fire Protection Agreement #7FG25101 for services from the date of last signatory on page 1 of the Agreement to August 31, 2026 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the San Miguel Community Services District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2025-26 up to and no more than the amount of \$14,826.28.

BE IT FURTHER RESOLVED that Scott Young, Fire Chief of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the San Miguel Community Services District Fire Department.

The foregoing resolution was duly passed and adopted by the Board of Directors of the San Miguel Community Services District, at a regular meeting thereof, held on the ____ day of _____ 2025.
by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

ABSENT:

Printed Name and Title

Signature, Board of Directors Member

Printed Name and Title

-----CERTIFICATION OF RESOLUTION-----

ATTEST:

I Tamara Parent, Clerk of the San Miguel Community Services District, County of San Luis Obispo, California do hereby certify that this is a true and correct copy of the original Resolution Number 2025-46.

WITNESS MY HAND OR THE SEAL OF THE San Miguel Community Services District, on
This ____ day of _____, 2025.

**OFFICIAL SEAL
OR NOTARY CERTIFICATION**

Signature

Board Clerk, San Miguel Community Services District
Title and Name of Local Agency

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 9.6

SUBJECT: Authorize the General Manager to act as authorized representative for Water Recycling Funding Program Grant (WRFP) planning grant to evaluate and recommend potential uses of recycled water within the community of San Miguel by RESOLUTION 2025-43. (**Approve by 3/5 vote**) (Pg. 101-103)

SUGGESTED ACTION: Approve RESOLUTION 2025-43 authorizing the General Manager, Kelly Dodds to act as authorized representative for Water Recycling Funding Program Grant (WRFP) planning grant to evaluate and recommend potential uses of recycled water within the community of San Miguel.

DISCUSSION:

The approval of RESOLUTION 2025-43 approves the General Manager as the authorized representative for the acceptance, signing, and administration of Water Recycling Funding Program Grant (WRFP) planning grant to evaluate and recommend potential uses of recycled water within the community of San Miguel.

FISCAL IMPACT:

None.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2025-43

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO SIGN AND FILE A FINANCIAL ASSISTANCE APPLICATION FOR A FINANCING AGREEMENT FROM THE STATE WATER RESOURCES CONTROL BOARD FOR THE PLANNING, DESIGN, AND CONSTRUCTION OF THE ‘WATER RECYCLING FUNDING PROGRAM PLANNING STUDY’ PROJECT ON BEHALF OF SAN MIGUEL COMMUNITY SERVICES DISTRICT.

WHEREAS, San Miguel Community Services District (“District”) operates the wastewater system within the community; and

WHEREAS, the District plans to produce tertiary treated recycled water following upgrade of the Machado Wastewater Treatment Facility; and

WHEREAS, the installation of recycled water pumping, transmission, and distribution system is identified within the District’s Water and Wastewater Masterplan; and

WHEREAS, there may be grant funds available from the CA State Water Resources Control Board Water Recycling Funding Program to use for funding the planning, design, and construction of the Water Recycling Funding Program Planning Study project to evaluate and recommended potential uses of recycled water within the community of San Miguel.

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

The General Manager (the “Authorized Representative”) or designee is hereby authorized and directed to sign and file, for and on behalf of the District, a Financial Assistance Application for a grant agreement from the State Water Resources Control Board for the planning, design and construction of the Water Recycling Funding Program Planning Study project (the “Project”).

This Authorized Representative, or his/her designee is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the District in carrying out the District’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the District and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the San Miguel Community Services District Board of Directors held on the ____ day of _____, 2025.

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 ____ day of _____, 2025.

Kelly Dodds, General Manager

Ashley Sangster, Board President

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Christina M. Pritchard, Deputy General Counsel

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 9.7

SUBJECT: Release request for proposal

Authorize the General Manager release a Request for Proposals (RFP) for removal and dewatering of biosolids from the Machado Wastewater Treatment Facility treatment ponds. (**Approve by 3/5 vote**) (Pg. 104-105)

SUGGESTED ACTION: Authorize the General Manager to release a Request for Proposal (RFP) for removal and dewatering of biosolids (sludge) from the Machado Wastewater Treatment Facility treatment ponds

DISCUSSION:

The District owns and operates the Machado Wastewater Treatment Facility (WWTF). The WWTF is a four pond treatment system, of which two the ponds are fully mixed and two are 'settling'. Annually, one of the ponds is taken out of service to remove accumulated sludge. Generally this is done at pond three, the first settling pond.

In 2007/2008 the District contracted with a company to dredge sludge from the treatment ponds, press the sludge material and dispose of the pressed sludge material. Unfortunately, due lack of funding the District only cleaned out the first two treatment ponds. Since then the District has pumped, on an annual basis, a portion of the accumulated sludge from pond three to the drying pond thru the use of large positive displacement pumps. However, these pumps are limited in their ability to pump dense material and the Drying pond (where the sludge material is pumped to) is limited in holding capacity. As such only an estimated 20% of the accumulated sludge is removed each year.

Since the District was formed nearly 25 years ago, it has been deficient in removing of sludge from the treatment ponds. With the plant creeping closer to capacity over the last 25 years, and the inadequate ability to remove sludge independently, it is recommended that the District contract for the dredging and pressing of sludge from the treatment ponds three and four.

Removal of accumulated sludge is necessary for the efficient treatment of wastewater through the facility and to minimize carryover of solids from the treatment ponds to the percolation ponds. When the proposed treatment plant starts construction all the ponds will need to be drained and cleaned completely, at that time the wastewater will be able to be processed through the new plant. It is possible that funding for the construction of the WWTF expansion is approved prior to starting this work, if that is the case then this work could be funded through the grant and be coordinated with the General Contractor to perform some of proposed sludge removal and dewatering as part of the final decommissioning of treatment pond 3.

The proposed scope of work will allow for the dredging and pressing of an estimated 125 dry tons from ponds three and four, with options to desludge ponds 1 and 2. This will reduce the carryover of sludge floc from one pond to the other and to the Percolation ponds. Reducing the sludge carryover from the treatment ponds to the percolation ponds will significantly improve their long term performance and longevity.

LINK FOR THE REQUEST FOR PROPOSAL INFORMATION:

<https://watersystems.egnyte.com/fl/4HCrbyxHB6P9>

The RFP, including any addenda, will be available on the District's website and at the link above. Please reach out to the contact listed in the RFP to be notified of release of any addenda. The District's website should be relied on for the most up to date information regarding this RFP.

Timeline of Proposal process:

Potential Request for Proposal release date - December 18th, 2025

Proposal due date - January 9th 2026

Potential contract award date - January 22nd, 2026

FISCAL IMPACT:

Minor cost related to the development of the RFP and approval for release.

Actual contract costs will be paid through wastewater capital reserves, and or CWSRF grant funds.

Contract costs are subject to future Board action.

PREPARED BY: Kelly Dodds

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 9.8

SUBJECT: Release request for proposal

San Lawrence Terrace Booster Pump Station Design (**Approve by 3/5 vote**) (Pg. 106-126)

SUGGESTED ACTION: Authorize the General Manager to release a Request for Proposals (RFP) for the San Lawrence Terrace Booster Pump Station Design

DISCUSSION:

The District operates the potable water distribution system within the community which is bisected by the Salinas River. For the last several years the District has been working on securing the property and grants to build a booster pump station and replacement water tank at the intersection of River Road and Power Road on the East side of the Salinas River. This project is to construct a booster pump station and in the future a water tank which will dramatically improve the domestic water pressure on the San Lawrence Terrace as well as increase available fire flows to those comparable to industry standards.

Project description from the proposed RFP:

The District expects the booster pump station to be designed such that the current and near term system's flow and pressure requirements will be met and that simple additions may be made in the future to meet longer term needs. The design shall not prioritize future scenarios to so great an extent that the booster pump station is unreasonably inefficient or costly before any further development occurs. The designer shall consider the two 250,000-gallon tanks which are planned at the booster pump station site; the booster pump station shall be designed to function with neither, one, and both tanks. The District Engineer will provide data which can be used to construct system curves when selecting and sizing pumps; the designer will need to coordinate with the District Engineer regarding this data. The District does not expect the designer to perform system-wide hydraulic modeling.

The District expects the booster pump station to contain duty pumps and a fire flow pump. Variable frequency drives (VFDs) and/or a hydropneumatic tank should both be considered as means of saving energy and cost and providing increased operational flexibility. Back-up/emergency power will be needed at the booster pump station.

The design shall include a building to house the booster pump station. This building shall be concrete masonry unit (CMU), pre-fabricated steel, or pre-cast concrete, and shall have a concrete or steel roof. Consultant shall determine the building size requirements and the most cost-effective building type. The pump station building will be located at a busy intersection in the community, so aesthetics will be considered in the approval of the building design. The site in general should be fenced, have an all-weather (not necessarily asphalt) parking/ service area next to the building, generator and propane tank, and site lighting.

Electrical service to the site can come from the power pole located at the site. The pump station will need a new PG&E service.

Back-up/emergency power will be needed at the booster pump station. The backup generator will need to be LPG with 2-500 gallon tanks and meet current APCD requirements for permitting. The generator can be located inside the building separated by a block or concrete wall from the pumps and controls or

be separate from the pump building with a shade cover provided.

SCADA integration will be provided by the District, but controls will need to be coordinated with the District's SCADA integrator. The overall controls and SCADA integration will need to be shown on the plans.

The District plans to complete a land survey of the booster pump station site and will provide the survey data to the designer. The District also plans to contract separately for the geotechnical investigation and CEQA documentation. The designer will be required to coordinate with the District's environmental consultant as necessary.

Important dates and times are as follows;

Release for Proposals	December 18th. 2025
Mandatory Pre-Bid conference	January 8th, 2026 at 2pm PST
Deadline to submit RFIs	January 16th, 2026
Deadline to submit Proposal	January 30th, 2026 at 3pm PST
Potential contract award	February 26th, 2026

Requests for Proposals are available at:
[SMCSD RFP & Bid Opportunities](#)

Notice of Request for Proposals will be posted at local plan rooms, local newspaper, sent to contractors requesting such notice and submitted to the state clearing house per District practice.

FISCAL IMPACT:

There are only minor costs associated with the release of this RFP.
Cost to prepare the RFP and for its advertisement paid through regularly budgeted funds.
Future costs of the proposed work will be approved as an adjustment to the approved budget.

PREPARED BY: Kelly Dodds

NON-DISTRICT:



REQUEST FOR QUALIFICATIONS/PROPOSALS

SAN MIGUEL COMMUNITY SERVICES DISTRICT BOOSTER PUMP STATION DESIGN

Issue Date:
December 18th, 2025

Proposal Due Date and Time:
Friday, January 30th, 2026 3:00 pm (Pacific time)

Deliver via email to Kelly.dodds@sanmiguelcsd.org

Contact:
Kelly Dodds, General Manager Kelly.dodds@sanmiguelcsd.org
phone: 805-467-3388 / fax: 805-467-9212

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD BOOSTER PUMP STATION DESIGN

REQUEST FOR QUALIFICATIONS/PROPOSALS SAN MIGUEL COMMUNITY SERVICES DISTRICT BOOSTER PUMP STATION DESIGN

The San Miguel Community Services District (District) has prepared this Request for Qualifications/Proposals (RFQ/P) for engineering services for the design of a booster pump station which will serve the District's existing potable water distribution system in the community of San Miguel, San Luis Obispo County, California.

Proposal Due Date: January 30, 2026, 3 p.m. local time. Any proposals received after this date/time will not be considered.

Deliver proposal and the proposed fee estimate in two separate files via email to Kelly Dodds at Kelly.dodds@sanmiguelcsd.org.

Contact: Kelly Dodds, General Manager, San Miguel Community Services District, kelly.dodds@sanmiguelcsd.org, (805) 467-3388 for details and information regarding this RFQ/P and proposal requirements. Firms must notify Kelly Dodds via email of their intent to propose in order to receive any addenda or response to questions.

BACKGROUND

San Miguel is an unincorporated community in San Luis Obispo County, with approximately 2,820 residents. San Miguel is located approximately 7 miles north of the City of Paso Robles. The San Miguel Community Services District was formed in 2000 combining the San Miguel Fire District, County Service Area 1, San Miguel Sanitary District, and San Miguel Lighting Districts. The District currently provides fire services, street lighting and landscaping, wastewater collection and treatment, potable water production and distribution, and solid waste services. The District is Governed by a Board of five Directors and has a General Manager, Director of Utilities, six admin and Utilities Personnel, a Fire Chief, Assistant Fire Chief and up to 20 paid on-call firefighters. The majority of operating funds for the District come from user fees and property tax.

Existing Potable Water Distribution System: A map of the District's existing potable water distribution system is attached to this document (Attachment A). The system is currently served by three wells and contains two gravity storage tanks: one 650,000-gallon tank (Main Tank) located on the west side of the system and one 50,000-gallon tank (SLT Tank) on the east side. The entire system currently operates as a single pressure zone. A relatively small number of users, one well, and the 50,000-gallon SLT Tank are east of the Salinas River, on land which is generally at higher elevation than the users west of the Salinas River.

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD BOOSTER PUMP STATION DESIGN

Distribution System Deficiencies and Booster Pump Station: The distribution system operating service pressures east of the Salinas River are between 20 and 40 pounds per square inch (psi). New development within the District’s service area is planned east of the Salinas River in the coming years. Under the California Health and Safety Code, new services which expand the existing system must be designed to provide a minimum operating pressure of 40 psi. To provide adequate pressure and fire flow for current customers and planned future developments, the District plans to construct a booster station to serve the system east of the Salinas River, located at the corner of N. River Rd. and Power Rd. This booster station will create a higher pressure zone east of the Salinas River. The District is seeking a consultant to provide design services for the booster pump station.

Proposed Storage Tanks: The District’s existing 50,000-gallon tank, located east of the Salinas River, is reaching the end of its service life. Due to the site constraints at the existing tank location, the District plans to replace the 50,000-gallon tank with new storage located at the same site as the proposed booster pump station in the future. The site has room for two future 250,000-gallon gravity storage tanks, with the first planned to be constructed after the booster pump station is operational, and the second tank constructed when needed to meet the system’s storage needs. Once constructed and operational, the new storage tanks will be located on the suction side of the booster pump station. The District is not seeking design services for the future storage tank under this RFP, but the booster pump station designer shall consider the impacts of the planned tanks during the booster pump station design. A preliminary site plan showing the proposed booster pump station and future tanks is attached to this document (Attachment B). This site plan does not show electrical equipment or other features which are necessary for a functional booster pump station.

Booster Pump Station Design: Demands are currently low in the District’s distribution system east of the Salinas River, and are expected to increase with the construction of two planned developments, Tracts 2723 and 3207 as labeled on Attachment A. Estimated current and projected demands are shown in Table 1. The buildout demand includes the long-term development across all developable parcels in the District’s service area.

Table 1. Projected East Side Pressure Zone Demand

Scenario	Peaking Factor to ADD	East Side Pressure Zone Demands, gpm			
		Current	2030	2040	Buildout
Average Day Demand	N/A	13	34	44	123
Maximum Day Demand	2.1	29	71	93	258
Peak Hour Demand	3.5	51	119	155	431

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD BOOSTER PUMP STATION DESIGN

The District expects the booster pump station to be designed such that the current and near-term system’s flow and pressure requirements will be met with space for additional pumps as needed in the future to meet longer term needs. The design shall not prioritize future scenarios to so great an extent that the booster pump station is unreasonably inefficient or costly before any further development occurs.

The designer shall also consider the 250,000-gallon tanks which are planned at the booster pump station site. The booster pump station will likely be constructed prior to the planned tanks at the same site. Table 2 provides preliminary design pumping points developed using the District’s hydraulic model. As shown, the pump station has a wide range of potential operating needs that should be considered in the design. Additionally, the pump station will need to provide up to 1,500 gpm to meet current and projected fire flow requirements.

Table 2. Preliminary Pump Station Design Points

Scenario	East Side Pressure Zone Demands, gpm			
	Current	2030	2040	Buildout
Design Flow (gpm) ¹	51	119	155	431
Design TDH (ft) without planned 250,000 gal tank ²	94.5	99	--	--
Design TDH (ft) with planned 250,000 gal tank ²	--	130	132	159

Note:

1. Design flow is estimated as the peak hour demand.
2. The pump station will be constructed ahead of the planned 250,000 gal tanks at the site, and its suction pressure is based on the water level in the Main Tank located on the west side of the system. Since the planned 250,000 gal tanks will operate at a lower water level compared to the Main Tank, the pump station will need to deliver additional head once the 250,000 gal tank is constructed to provide additional head to serve the east side zone.

The selected consultant will coordinate with the District Engineer to provide data which can be used to construct system curves when selecting and sizing pumps. The District does not expect the designer to perform system-wide hydraulic modeling.

The District expects the booster pump station to contain duty pumps and an NFPA 20 compliant fire flow pump. Variable frequency drives (VFDs) and/or a hydropneumatic tank should both be considered as means of saving energy and cost and providing increased operational flexibility.

The design shall include a building to house the booster pump station. This building shall be concrete masonry unit (CMU), pre-fabricated steel, or pre-cast concrete, and shall have a concrete or steel roof. Consultant shall determine the building size requirements and the most cost-effective building type. The pump station building will be located at a busy intersection in the community, so aesthetics will be considered in

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD BOOSTER PUMP STATION DESIGN

the approval of the building design. The site in general should be fenced, have an all-weather (not necessarily asphalt) parking/ service area next to the building, generator and propane tank, and site lighting.

Electrical service to the site can come from the power pole located at the site. The pump station will need a new PG&E service.

Back-up/emergency power will be needed at the booster pump station. The backup generator will need to be LPG with 2-500 gallon tanks and meet current APCD requirements for permitting. The generator can be located inside the building separated by a block or concrete wall from the pumps and controls or be separate from the pump building with a shade cover provided.

SCADA integration will be provided by the District, but controls will need to be coordinated with the District's SCADA integrator. The overall controls and SCADA integration will need to be shown on the plans.

The District plans to complete a land survey of the booster pump station site and will provide the survey data to the designer. The District also plans to contract separately for the geotechnical investigation and CEQA documentation. The designer will be required to coordinate with the District's environmental consultant as necessary.

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD BOOSTER PUMP STATION DESIGN

INQUIRIES DURING PROPOSAL PERIOD

Consultants must direct all inquiries to the District in writing, via email to the General Manager, Kelly Dodds kelly.dodds@sanmiguelcsd.org. All inquiries will be responded to in writing, and questions and responses will be disseminated to all consultant teams for their consideration. The origination of the questions will not be disclosed. **All inquiries must be received no later than Friday January 16th, 2026 (close of business) in order to receive responses from the District.** Inquiries received after this deadline may not be responded to.

MANDATORY PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting will be held on Thursday January 8, 2026 at 2:00 PM. This meeting will be held virtually through Microsoft Teams. See information below:

[SMCSD Booster Pump Station Design Pre-Proposal Meeting](#)

Dial in by phone

+1 949-549-1970

Phone conference ID: 920 242 892#

ADDENDA TO RFP

Through the course of the proposal development, consultants may raise questions concerning the RFQ/P, which may impact proposals. The District will issue addenda as necessary to further clarify the requirements and expectations of the RFQ/P. Consultants shall acknowledge receipt of addenda in the proposal cover letter.

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD BOOSTER PUMP STATION DESIGN

PROPOSAL REQUIREMENTS

Submit One Proposal. Prime consultants shall be limited to only one proposal/project team for the Project. Subconsultants, however, may be included in multiple proposals with various prime consultants.

Proposal Rejection or Withdrawal. Late proposals (submitted after the specified due date/time) shall be rejected by the District and returned un-opened to the Proposer. The District reserves the right to accept or reject any or all proposals. Proposals may be withdrawn by a signed written request submitted to the District at any time prior to 5 p.m. of the due date of the proposal.

Project Manager. The Project Manager shall be the same person named as Project Manager in the Proposal and shall be dedicated to this Project as appropriate to execute the project in a timely and effective manner. Should the designated Project Manager not be able to fulfill this commitment during the course of the Project, the Consultant shall notify the District within 10 working days of proposed personnel change and shall submit the qualifications of the new proposed Project Manager, subject to approval by the District.

Agreement. Consultants shall review the District's Standard Agreement, liability, and insurance requirements, included as **Attachment C** to this RFQ/P. Each individual firm submitting a proposal shall meet all the terms and conditions contained in the Agreement, and/or shall submit proposed exceptions to the Agreement in the Consultant's proposal. The District is willing to negotiate such requirements with candidates; however, the Proposer shall bear in mind that should a funding agency used by the District require specific terms and conditions not included in District's Agreement, Consultant shall abide by all funding agency requirements without exception. This Agreement and RFQ/P is for design services.

Agreement Execution. The selected consultant shall execute the written contract included in Attachment C, with the District within 10 working days after notice of award has been granted by the District. Failure to accept and execute said Agreement will cancel the notice of award, and the District will continue negotiations with the next highest ranked firm.

Proof of Insurance. The District will require the individual or engineering firm selected to maintain general liability, automobile, workers' compensations, and errors and omissions insurance. The contract will contain provisions requiring the selected firm to indemnify the District and provide that the District Engineer is an independent contractor serving at the will of the District. Other required provisions will include the District's right to terminate the agreement, at its sole discretion, upon the provision of notice. Consultant shall provide proof of insurance in the form, coverages, and amounts specified in the Agreement within 7 working days following notice of contract award. Such insurance proof shall be a pre-condition of contract execution.

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD BOOSTER PUMP STATION DESIGN

General Conditions.

- Preference will be given to Firms with offices within 120 miles of the District, Proposer shall indicate where the office that would service this contract is located.
- The District shall not be liable for any pre-contractual expenses incurred by any proposer, nor shall any firm include such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred by a proposal and negotiation of any terms with the District.
- The District reserves the right to withdraw this RFP at any time without prior notice and to reject any all proposals submitted without indicating any reasons. Any award of contract for services shall be made to the firm best qualified and responsive in the opinion of the District.
- Proposals may, at the District's option, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or irregularities of any kind.
- The District reserves the right to reject any and all proposals. The District expressly reserves the right to postpone submittal opening for its convenience and to reject any and all submittals responding to this RFP.
- Proposal will NOT be opened publicly.
- The selected firm must agree to indemnify and hold harmless the District, its officers, agents and assigns from any liability or loss resulting from suits, claims, or actions brought against the District which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
- The selected firm will be required to comply with all existing State and Federal labor laws including the applicable to equal opportunity employment provisions.
- The District reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. Compensation for services will be negotiated with the selected firm.
- All responses to this RFP shall become the property of the District and will be retained or disposed of accordingly.
- No amendments, additions or alternates shall be accepted after the submission date and time.
- All documents, records, designs, and specifications developed by the selected firm in the course of providing services for the District shall be the property of the District.
- Anything considered to be proprietary in the proposal should be so designated by the firm.
- Acceptance by the District of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services.
- The District reserves the right to issue a written notice to all participating firms of any change in the proposal requirements or submission schedule should the District determine, in its sole discretion, that such changes are necessary.

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD BOOSTER PUMP STATION DESIGN

- All services provided by the firm shall be in accordance with State, Federal, County, and District's standards.
- The selected firm must comply with Government Code section 8355 in matters relating to providing a drug-free workplace.
- The Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. seq., are the governing factors regarding allowable elements of cost.
- The final Agreement between the District and the firm will include the administrative requirements set forth in 49 CFR Part 18, Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments.

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD BOOSTER PUMP STATION DESIGN

PROPOSAL FORMAT

General. Proposals shall be prepared in accordance with the format specified in this section. Proposals that do not follow this format will be subject to rejection by the District. Provide proposals in the following format:

- **Provide your proposed fees in a separate sealed envelope, clearly marked with the proposer’s company name and address, and labeled “Proposed Fees for SMCSD Booster Pump Station Design”. Prime consultant fees shall be broken down by manhours per task, in accordance with the labor classifications and rates specified, and per Section 4 of the Proposal.**
- **Letter of Transmittal.** Provide a brief transmittal letter (2 pages maximum) transmitting the proposal to the District.
- **Table of Contents.**
- **Section 1. Project Understanding and Approach.** Provide your team’s understanding and approach to the overall project. Discuss issues and concerns and express your ideas and methodology on how best to approach and execute the project. Include your approach to project management, teamwork, communications, quality assurance/control, and cost and schedule controls.
- **Section 2. Project Team/Qualifications.** Provide an organization chart showing design team, organization/lines of communication, and team member qualifications germane to this project. Clearly state your proposed Project Manager and corresponding planning and design qualifications. The proposed Project Manager must be a California-licensed Professional Engineer. Include all subconsultants as part of the proposed team and describe your past working relationships with each subconsultant. Full resumes shall be placed in Appendix A. Team member references shall be included in Appendix B. Provide a minimum of three references, two of which must be for the proposed Project Manager. State the contact/agency name, brief title/description of project, contact telephone number.
- **Section 3. Relevant Project Experience.** Provide your team’s relevant project experience as it relates to the nature of this project, including the experience of proposed subconsultants. Include projects of similar nature, magnitude, and complexity to this project. Provide the year(s) the Work was performed and identify key team members and their roles on the project. Projects listed should be specifically relevant to key aspects of the Project.

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD BOOSTER PUMP STATION DESIGN

- **Section 4. Scope of Services.** Provide a detailed scope of services for the project. Embellish on the scope outline in this RFP. Include a subsection in this Section 4 specifically to present any exceptions to the Agreement for Services.
- **Section 5. Conflicts of Interest.** Firms submitting a proposal in response to this RFP must disclose any actual, apparent, direct, or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for engineering services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the Proposal.
- **Section 6. Project Schedule.** Provide a detailed project schedule, in graphic format, along with written explanation of assumptions, or specific details, issues or concerns regarding the proposed schedule. Show graphically and clearly indicate all schedule components, including mandatory compliance schedules, those schedule items for District and agency review, and other items as deemed necessary. Include in the schedule all anticipated time allotments for agency reviews, public participation, and other schedule provisions. Clearly state all assumptions and basis for the proposed schedule. The proposal and project award schedule follows:

Item	Date
RFP/Q Issued	12/18/2025
Pre-Proposal Meeting	1/8/2026, 2 pm local time
Submit Questions By	1/16/2026, 5 pm local time
Responses to Questions Posted By	1/23/2026, 5 pm local time
Proposal Due	1/30/2026, 3 pm local time
District Review of Proposals	2/02/2026 through 2/26/2026
Interviews (if desired by the District)	TBD
District Recommendation of Selected Firm/Staff Report	2/26/2026
Consultant Notice of Contract Award/Begin Contract Negotiations	2/27/2026

- Appendix A. Team Member Resumes
- Appendix B. References
- Appendix C. Billing Rates

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD BOOSTER PUMP STATION DESIGN

- **Fee Estimate. IN A SEPARATE PDF DOCUMENT**, provide a fee estimate, broken down by personnel, hours, and task, demonstrating your understanding of the scope of work and level of effort required to accomplish all tasks. Provide proposed consultant fees, using the same hourly rates proposed in Consultant's billing rate schedule. Provide the standard billing rate sheets for the prime consultant and each subconsultant and include such billing rate sheets in Appendix C. **DO NOT PROVIDE THIS FEE ESTIMATE AS PART OF THE PROPOSAL. THE PROPOSED FEES SHALL BE PROVIDED IN A SEPARATE PDF, CLEARLY LABELED SUCH.**

Proposal Length. The District has no required proposal length; however, the District requests Proposers to be concise and to only include information germane to the Proposal.

Other Requirements. The hard copies of proposals shall be bound. **Minimum font size for text shall be 11 point, except for headers, footers, footnotes, etc.**

PROPOSAL RANKING CRITERIA

Proposals will be ranked by the District based on established ranking criteria. The value of each criterion is stated immediately following each criterion. Criteria and relative "point" values are as follows:

- Project Understanding and Approach, 35 points
- Team qualifications, 30 points
- Project Schedule, 15 points
- Responsiveness to RFP, 15 points
- Local Presence, 5 points

All proposals will be ranked on these criteria, and a short-list of a maximum of three firms will be chosen. If interviews are warranted, the District will select the interview times at random and will notify each team as to their respective time slots for interviews. The interviews will consist of a half-hour presentation by the project team, followed by a one-hour question and answer period. The top candidates may be interviewed, and the top firm selected based on the outcome of the respective proposals and interviews. The top-ranked firm will then enter contractual and fee negotiations with the District, and should the District and top-ranked firm not satisfactorily negotiate the agreement, the second-ranked firm will enter negotiations, and so forth.

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD BOOSTER PUMP STATION DESIGN

OVERVIEW OF SCOPE OF SERVICES

Consultants shall prepare a scope of services to provide engineering services for the booster pump station design. The scope of services shall include services for the tasks listed below. The District may request a scope for engineering services during construction in the future, but Consultants shall not include such information now.

- 1. Progress Meetings and Coordination.** The Consultant's team shall conduct a project kick-off meeting and progress meetings throughout the course of the project. The Consultant shall hold workshops following the 30%, 60%, and 90% draft design submittals to discuss design decisions and District preferences. The Consultant shall coordinate with the District Engineer regarding data for constructing system curves for pump selection. The Consultant shall coordinate with the District's environmental consultant for CEQA support. The Consultant shall provide project oversight, QA/QC, and coordination as necessary for successful completion of the contract engineering services.
- 2. Preliminary Design.** Consultant shall collect, review, and analyze all available and pertinent plans, reports, records, and other documentation regarding the project as necessary to successfully complete the engineering services for the project. Consultant shall develop the booster pump station layout, specify the design criteria, electrical requirements, and perform preliminary pump selection. Consultant shall submit a 30% draft design submittal, including a preliminary design report, drawings, an engineer's opinion of probable cost, and a proposed list of technical specifications.
- 3. Final Design.** Consultant shall submit 60% draft, 90% draft, and final design submittals. These shall include drawings, specifications, and engineer's opinions of probable cost. The final design submittal shall contain bid-ready construction documents which are stamped and signed by a civil engineer who is licensed in the State of California.

SUMMARY OF DELIVERABLES:

1. 30% Draft Design Submittal, Including Preliminary Design Report
2. 60% Draft Design Submittal
3. 90% Draft Design Submittal
4. Final Design Submittal, Bid-Ready Construction Documents

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD BOOSTER PUMP STATION DESIGN

EXCLUSIONS:

- The District is contracting directly for site survey, geotechnical/soils report, and CEQA support.
- The District will lead any permitting/ regulatory coordination such as APCD for the backup generator and DDW coordination.
- The District will prepare Front End Specifications. The District uses EJCDC Front End Documents. The selected consultant will coordinate with the District/ District Engineer for these documents.
- Bidding assistance and engineering services during construction are excluded and would be contracted with the selected consultant at a later time.

**REQUEST FOR QUALIFICATIONS/PROPOSALS
SMCSD BOOSTER PUMP STATION DESIGN**

ATTACHMENT A – DISTRICT’S POTABLE WATER DISTRIBUTION SYSTEM

**REQUEST FOR QUALIFICATIONS/PROPOSALS
SMCSD BOOSTER PUMP STATION DESIGN**

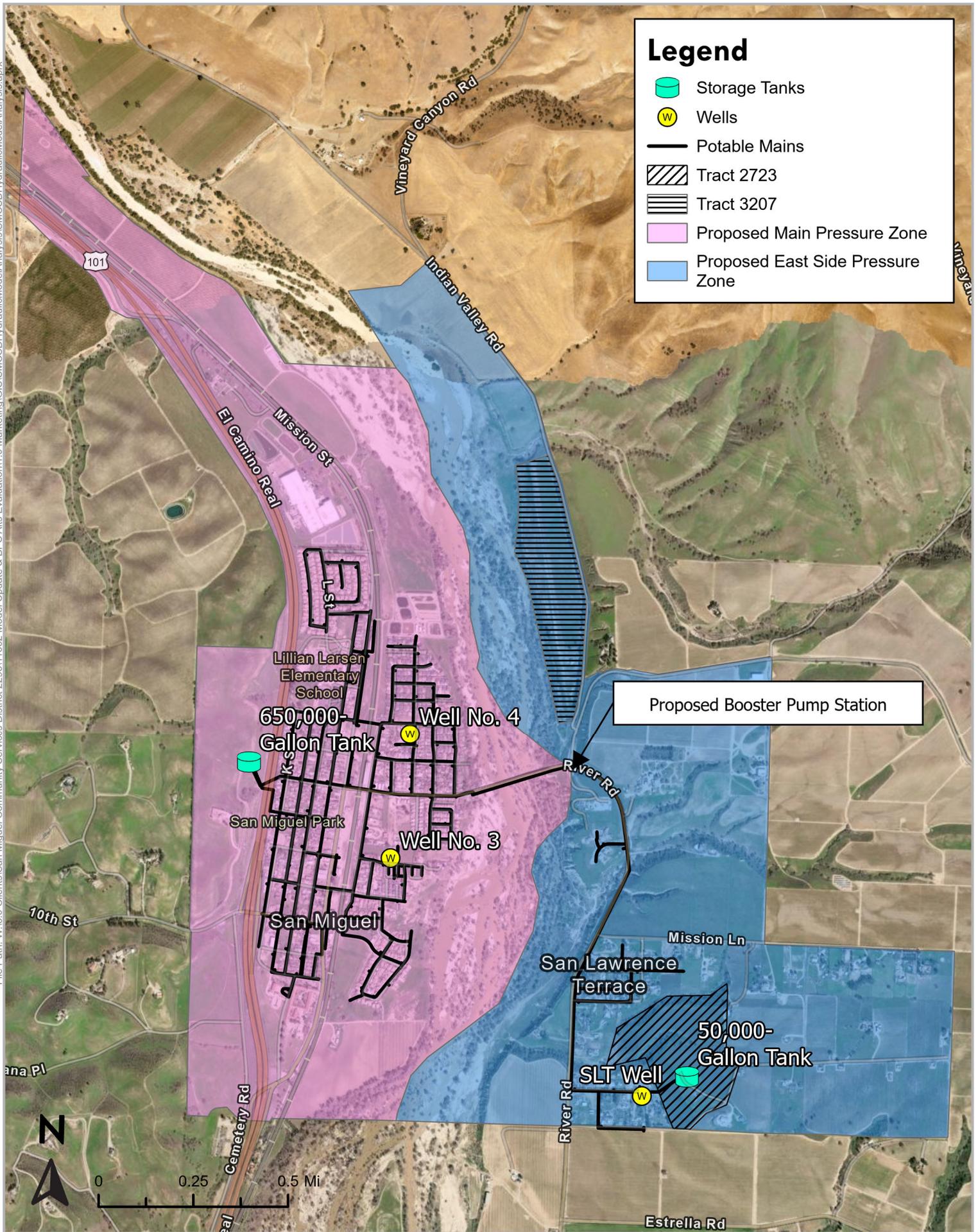
ATTACHMENT B – PRELIMINARY SITE PLAN

**REQUEST FOR QUALIFICATIONS/PROPOSALS
SMCSD BOOSTER PUMP STATION DESIGN**

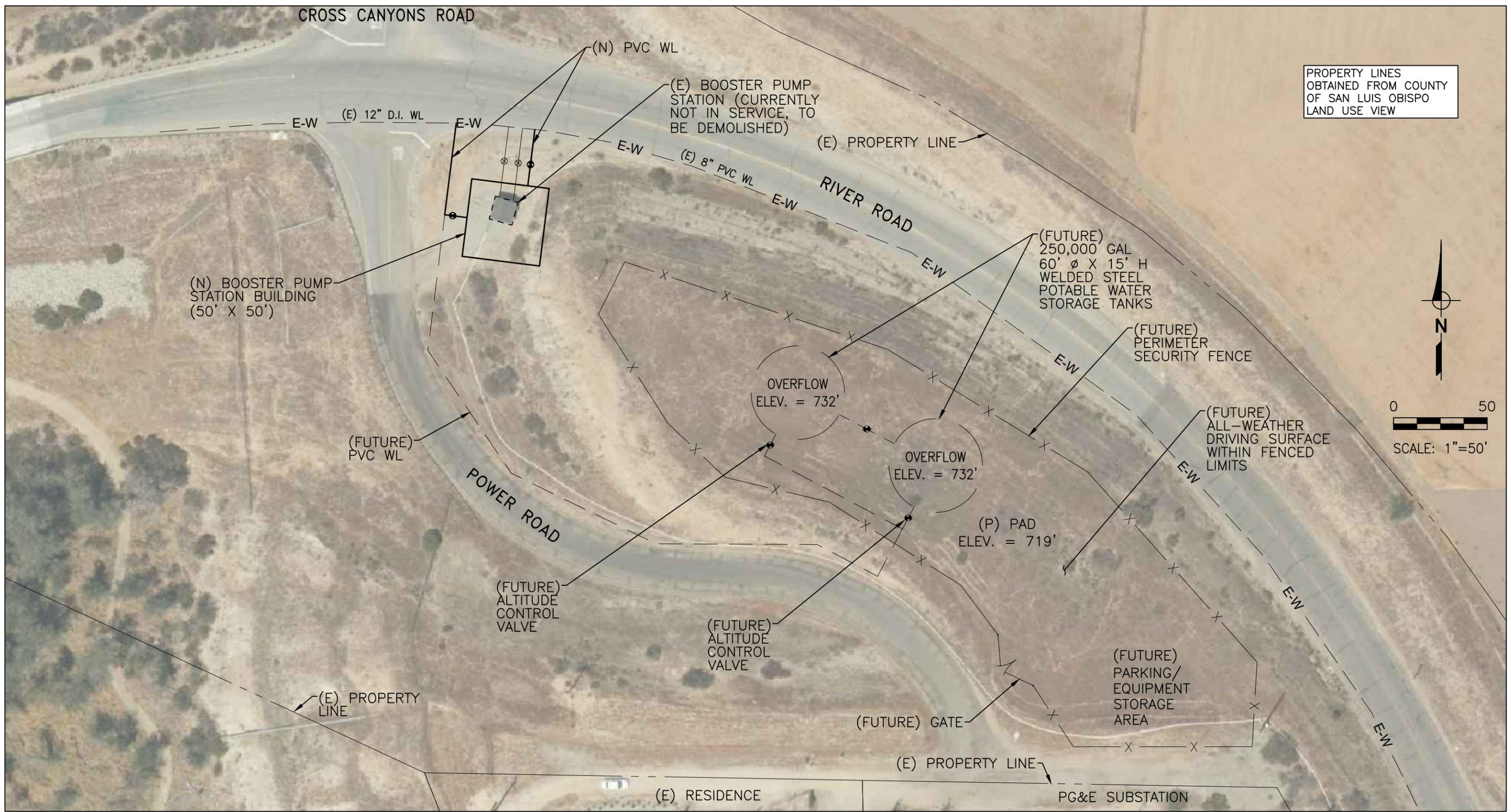
ATTACHMENT C – SMCSD STANDARD AGREEMENT

EJCDC® E-500, Agreement between Owner and Engineer for Professional Services

File Path: W:\3.0 Clients\San Miguel Community Services District 2295\11662 Model Update & BPS A\ts Evaluation\1.0 Marketing\GIS\SMCS\HydraulicModelAnalysis\SMCS\HydraulicModelAnalysis.aprx



Attachment A. District's Potable Water Distribution System¹²⁵



PROPERTY LINES
OBTAINED FROM COUNTY
OF SAN LUIS OBISPO
LAND USE VIEW



0 50
SCALE: 1"=50'

ATTACHMENT B: PRELIMINARY SITE PLAN



Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 9.9

SUBJECT: Review and approve the 2025 Update and Audit to the District Sewer System Management Plan (SSMP) by RESOLUTION 2025-44 (**Approve by 3/5 Vote**) (Pg. 127-191)

SUGGESTED ACTION:

Review and adopt the 2025 Sanitary Sewer Management Plan (SSMP) update and the audit of the current SSMP.

DISCUSSION:

On June 28th, 2025, the District Board authorized a contract with Engineered Utility Solutions LLC (EUS) to perform a review of the District's existing SSMP, prepare an audit report evaluating the effectiveness of the SSMP, the Districts compliance with the existing SSMP and update the SSMP to meet current regulatory guidelines per the Districts current permit. District Staff and District Engineer met with EUS several times both in person and virtually to assess the collection system, assess training, as well as to provide necessary information, data and plans. The attached updated SSMP and Audit are a culmination of those efforts. The Spill Emergency Response Plan that was required to be developed as part of the update will also provide a guide to staff in the event of a future spill within the District. Both the final SSMP and SERP that are attached to this report have been reviewed by staff and the District Engineer.

Once approved the updated SSMP and the Audit will be submitted to the state to satisfy the required reporting requirements.

Background on RFP

April 17th, 2025, the Board authorized release of an RFP for the Audit and Update of the Sewer System Management Plan (SSMP). On April 24th, two firms attended the Non-Mandatory pre proposal meeting. As of the due date (May 16th, 2025) three proposals had been received from; Engineered Utility Solutions LLC, Wallace Group Inc. and Black Water Consulting Engineers. All proposals were reviewed and deemed responsive to the RFP. However, Wallace Group is the only Local firm. The District Engineer has reviewed the proposals and is recommending that the District award a contract to Engineered Utility Solutions LLC to perform the necessary Audit and Update to the Sewer System Management Plan, as all else being equal, their proposal is the best value to the District. It was recommended that the Board to Authorize the General Manager to execute a contract with Engineered Utility Solutions LLC (EUS) in an amount not to exceed \$24,950 for the proposed SSMP audit and update.

FISCAL IMPACT:

There is no additional cost to review and approve the provided Update and Audit.

PREPARED BY: Kelly Dodds



SAN MIGUEL COMMUNITY SERVICES DISTRICT
SEWER SYSTEM MANAGEMENT PLAN - AUDIT
Audit Period Year 2025

Sewer System Management Plan Audit due 4/1/2026
CS Name: San Miguel CSD CS
WDID: 3SSO10321
Date of Completion: 11/1/2025



Statement of Compliance

Required per the State Water Resource Control Boards re-issued order: Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ, Section 5.4 and 3.10.

Section 5.4 - Sewer System Management Plan Audits:

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. Within six months after the end of the required 3-year audit period, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

1. Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
2. Evaluate the Enrollee's compliance with this General Order;
3. Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State;
4. Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- 1 Audit findings and recommended corrective actions;
- 2 A statement that sewer system operators' input on the audit findings has been considered;
- 3 A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database by July 1 of the following calendar year.

Section 3.10. - Sewer System Management Plan Audit Reporting Requirements:

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database by six (6) months after the end of the 3-year audit period. If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee’s reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

State Water Resource Control Board - Region 3 Central Coast Contact Information:

Address: 895 Aerovista, Place, Suite 101
City: San Luis Obispo
Zip Code: 93401
Phone: (805) 549-3147

Consultants Compliance Statement:

Engineered Utility Solutions, LLC (EUS) is an environmental compliance firm that was hired by the San Miguel Community Services District (**SMCSD**) to perform their Sewer System Management Plan internal audit for the period covering (8/3/22 – 8/2/25). EUS has many years of experience in operations and compliance reporting within the utilities industry. The goal for EUS in all compliance matters is to develop a strategic plan with agencies to maintain their wastewater collection system in a way that provides environmental sustainability for the public and planet.

This audit was prepared in accordance with the State Water Resource Control Boards Waste Discharge Requirements including General Order 2022-0103.

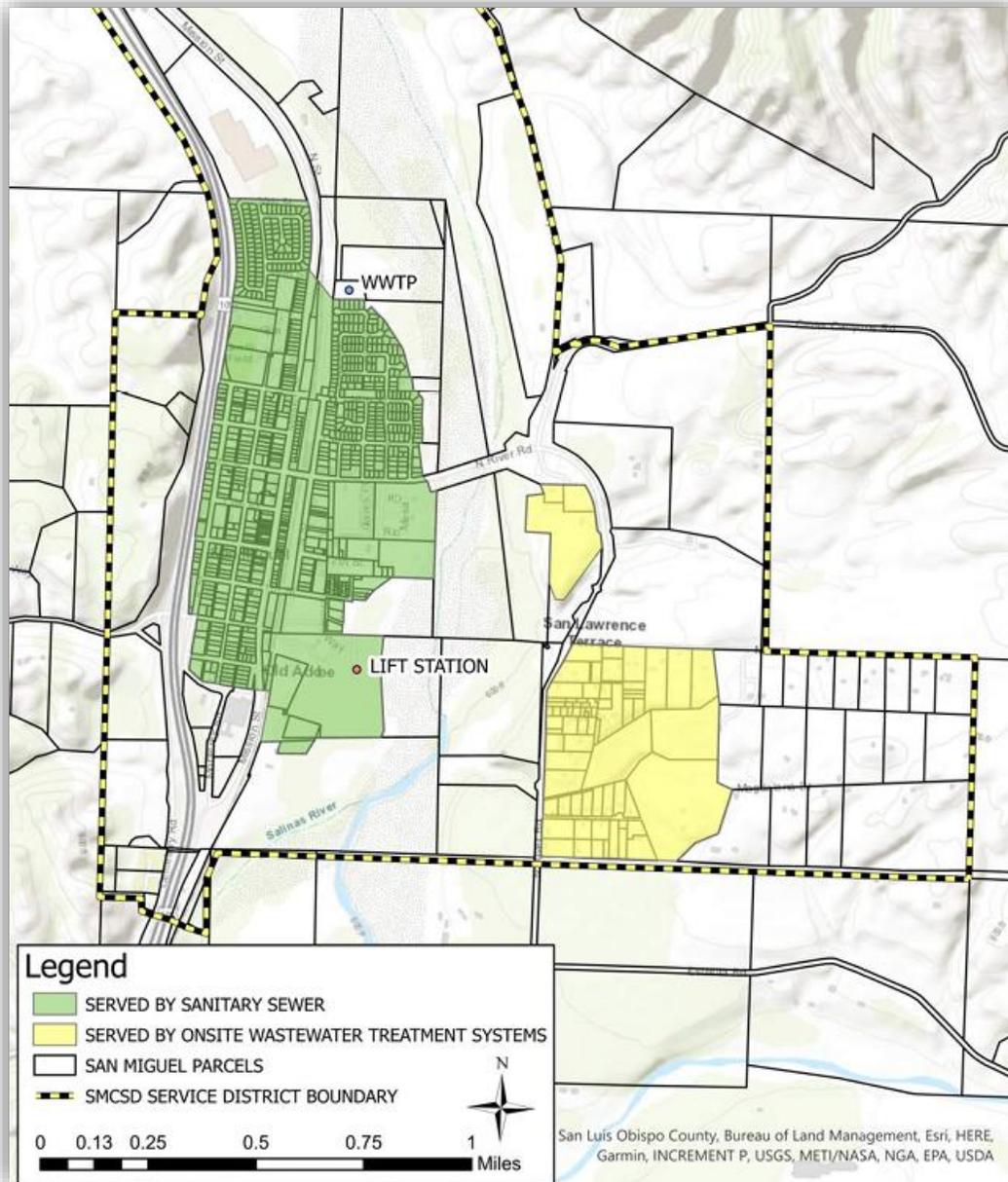
San Miguel Community Services District



Introduction: The San Miguel Community is an unincorporated community located in the San Luis Obispo County (County). In February 2000, the San Miguel Community Services District (District) was formed, to include fire protection, lighting, and water utility services once served by the San Miguel Fire Protection District, the San Miguel Lighting District, and the County Waterworks District #1, respectively. In April of 2001 the San Miguel Sanitary District (which provided Sewer and Solid Waste services) was also consolidated with the newly formed District, adding sewer collection/treatment and solid waste services to the District’s services.

Today, the District encompasses a total area of 1,940 acres of land and is located adjacent to Highway 101 seven miles north of the City of Paso Robles. The District’s service area includes a population of 2,821 residents according to the 2020 Census.

Wastewater System Information: San Miguel Community Services District (SMCSD) is located at the northern most point of San Luis Obispo County and owns and operates one wastewater treatment facility and 8.9 miles of gravity sewer pipe, 60% of the system is composed of VCP and 40% is composed of HDPE and PVC. SMCSD owns two lift stations, one is located centrally at their wastewater treatment facility and is used to pump sewage to the ponds at the treatment facility, and one is located to the south of the sewer system at 942 Soka Way (Tract 2527). Additionally, SMCSD also owns 140 maintenance holes and 39 cleanouts.



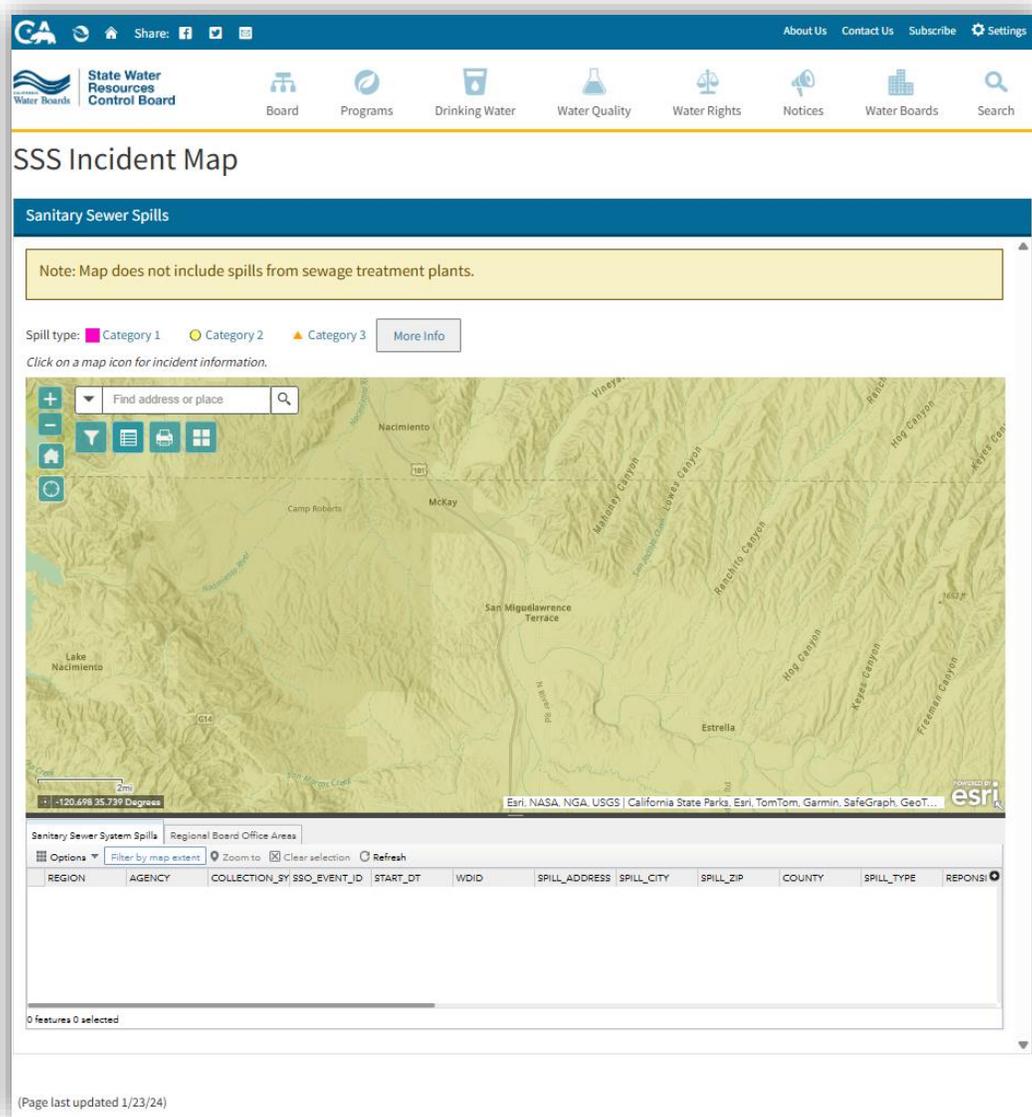
Audit Item 1

Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills:

This audit and the information provided below was created utilizing data downloaded from the State Water Resource Control Boards spill data archives as well as the California Integrated Water Quality System website (see link and illustration below):

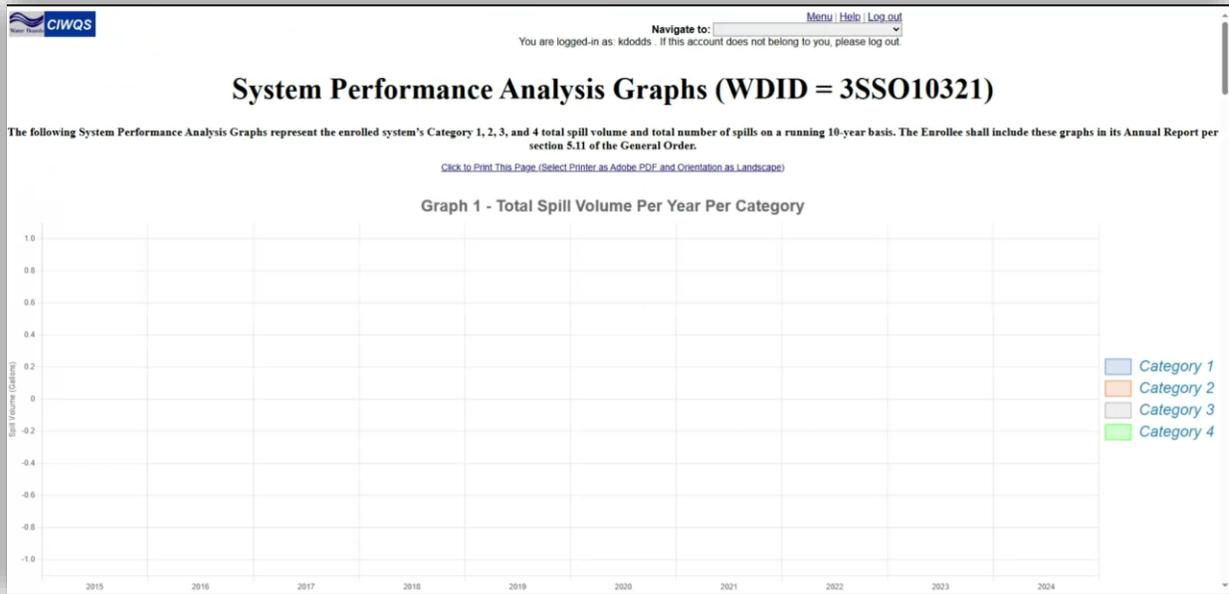
https://www.waterboards.ca.gov/water_issues/programs/sso/sso_map/sso_pub.html

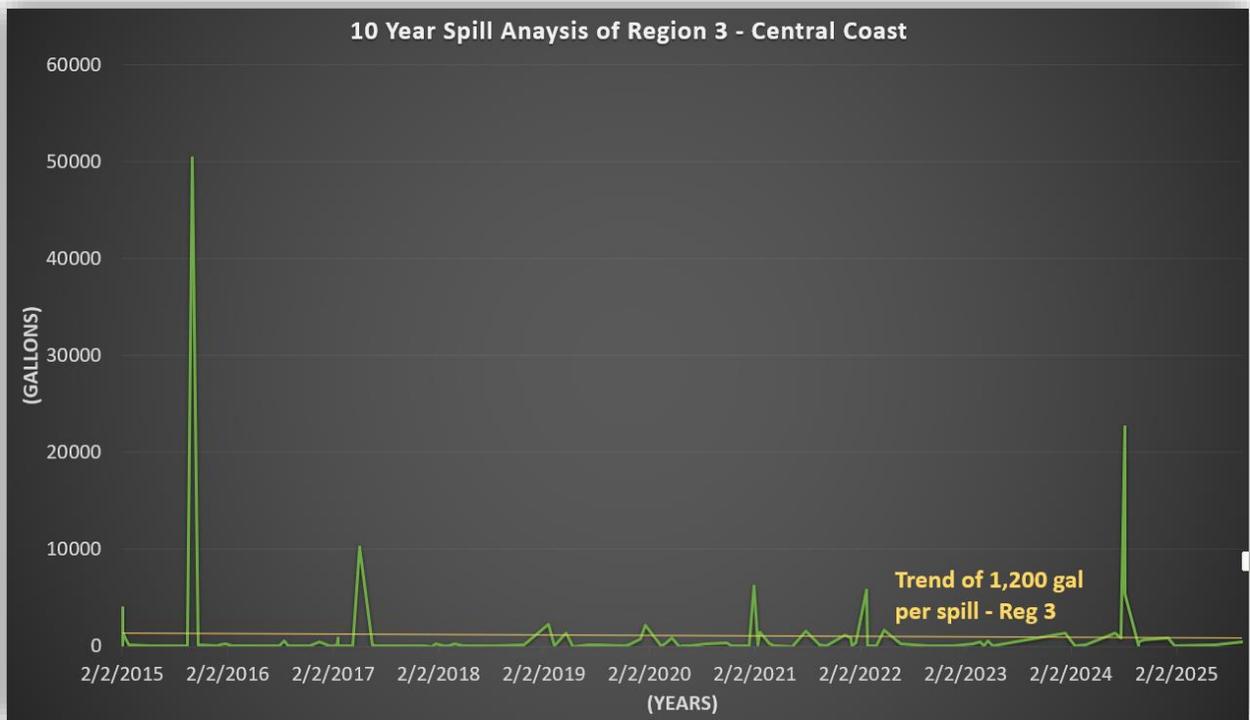
According to the State Water Resource Control Board's - SSS Incident Map, no spills have been recorded in the SMCSD area for over 10 years, which reflects the historical data of SMCSD.



See below for an illustration and description of the San Miguel Community Services Districts implementation and effectiveness:

CIWQS System Performance – Graphical illustration of system performance on spills (10 years), data downloaded from CIWQS system performance analysis:





The above illustration correlates data sets for system performance in relation to all other agencies located within Region 3 according to the “SSS Incident Map” data provided by the State Water Resource Control Board.

- In comparison to other Region 3 agencies, SMCSD is performing excellent.
- For the past 10 years the SMCSD has had zero spills of the 111 spills that occurred in Region 3, which were Category 1-3.
- **For the year 2024 Region 3:** 10 agencies have reported a total of 10 spills, and of those 10 spills, SMCSD has contributed zero spills.
- **For the year 2023 Region 3:** 5 agencies have reported a total of 5 spills, and of those 5 spills, SMCSD has contributed zero spills.
- The average spill by volume per spill event is equal to 1,200 gallons for Region 3.

SMCSD is among a very few agencies who have achieved a 0-spill history which is further evidence of their program’s implementation and effectiveness in preventing spills.

According to the State Water Resource Control Boards data table from 2014-2015, data exhibits a trend of 4.61 spills per 100 miles of sewer main for Region 3, the SMCS D has had zero spills in its history, see below for illustration from the SWRCB website:

https://www.waterboards.ca.gov/about_us/performance_report_1415/plan_assess/12411_sso_sewage_volume.shtml

The California Water Boards' Annual Performance Report - Fiscal Year 2014-15

PLAN AND ASSESS: SEWAGE SPILLS



GROUP: SANITARY SEWER OVERFLOWS (Collection Systems)	MEASURE: SIZE OF SEWER SYSTEMS SEWAGE SPILLS			
MESSAGE: <i>Approximately 44 percent of the collection systems regulated under the SSO program reported one or more sewage spill during FY 2014-15.</i>	KEY STATISTICS FOR FY 2014-15			
	<table border="1"> <tr> <td>Number of SSO Events:</td> <td style="text-align: right;">4,580</td> </tr> <tr> <td>Volume of Sewage Spills (gallons):</td> <td style="text-align: right;">11,327,150</td> </tr> </table>	Number of SSO Events:	4,580	Volume of Sewage Spills (gallons):
Number of SSO Events:	4,580			
Volume of Sewage Spills (gallons):	11,327,150			

MEASUREMENTS - Data last updated on: 10-17-2015 (2:54 pm)

Region	Miles of Gravity Sewer (Enrollees Reporting Spills)	Miles of Pressure Sewer (Enrollees Reporting Spills)	Total Size of Collection System (Miles) (Enrollees Reporting Spills)	Facilities With 1 or More Sewage Spill	Number of SSO Events	Volume of SSOs (gallons)	Average SSOs per 100 miles	Average Volume of Spills per 100 miles (gallons)	SSO Events per Facility with Spills
1	1,945	137	2,082	27	71	214,936	3.41	10,324	2.63
2	15,789	424	16,213	98	1,173	6,217,807	7.23	38,351	11.97
3	4,109	252	4,361	45	201	466,013	4.61	10,686	4.47
4	20,784	226	21,010	77	448	858,378	2.13	4,086	5.82
5	21,624	1,063	22,687	121	2,248	1,434,647	9.91	6,324	18.58
6	3,770	150	3,920	26	85	331,683	2.17	8,461	3.27
7	2,797	213	3,010	10	22	226,150	0.73	7,513	2.20
8	13,979	522	14,501	43	142	883,282	0.98	6,091	3.30
9	10,407	443	10,850	34	190	694,254	1.75	6,399	5.59
TOTAL	95,204	3,430	98,634	481	4,580	11,327,150	4.64	11,484	9.52

List methods and developments of new emerging technologies and their impact on reducing spill quantities and spill count:

Annual Hydro-Jet Program – Every year SMCSD utilizes modern hydro-jet equipment and hydro-jets (flushes) every section of sewer main and ensures capacity is maintained and condition is well kept.

5-Year CCTV Inspection – Every 5 years SMCSD's sewer system is CCTV inspected for condition and capacity utilizing NASSCO PACP standards which are recognized nationally and with acceptance by many engineering associations. This inspection program keeps SMCSD staff informed of changes and new developments throughout its service area.

SCADA System – Remote SCADA Systems provide advanced monitoring and control for the two SMCSD owned sewer lift stations: SCADA (By Tesco). SMCSD has deployed telemetry systems upgrades to increase visibility as well as monitoring, remote operations, and response capabilities with the latest in SCADA system technologies available. Pump run time, motor starts/stops, amperage as well as other features are all be monitored remotely. Additionally, trends are visible to allow operators to be aware of early detection with system concerns. Since installation, the SCADA System has recorded and notified operators of concerns about pump efficiency and malfunctions, this has prevented system failures from occurring and also prevented a loss of service to rate payers. This system enhancement also frees up staff time to schedule preventative maintenance versus emergency responses and reduces costs.

Geographical Information System (GIS) – Purchased and implemented by the SMCSD, SMCSD GIS has been utilized for record keeping and maintenance tracking. As well as asset identification and planning. GIS layer development completion is anticipated in 2026.

SMCSD GIS has become an integral component for the SMCSD and is essential for tracking maintenance metrics for sewer lines flushed, CCTV inspections, lift station inspection, asset identification, and flow direction.

Audit Item 2

Evaluate the Enrollee's compliance with this General Order:

1. List compliance requirements:
 - a. Annual Reports submission current: ✓
 - i. Last Annual Report submitted: 3/31/25.
 - b. Monthly no-spill certification submitted regularly by Special District Staff. ✓
 - i. Verified by Engineered Utility Solutions LLC.
 - c. Audits submitted: ✓
 - i. Last Audit report submitted: 3/26/2025.
 - d. Sewer System Management Plan - Updates submitted: ✓
 - i. Date of last submission: 4/17/2023
 - e. Annual spill training completed: ✓
 - i. See attached below.
 - f. Designated Legally Responsible Official in CIWQS: ✓
 - i. Kelly Dodds – General Manager (Effective date 07/11/2011)
2. Level of completion towards requirements: ✓
 - a. 100% level of completion for all State Water Resource Control Board's Goals.
3. Progress towards completion of goals: ✓
 - a. The San Miguel Community Services District has made great progress in their many years of sewer system operations and this evident with them not having a system owned Category 1 spill in its history. SMCSO has complied with all necessary requirements of the State Water Resource Control Board regarding their sewer system.

Audit Item 3

Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State:

Current deficiencies of on-going spills and deficiencies of discharges of waters to the state:

None to report at this time, please see current SWRCB page below: ✓

[California Home](#)



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
STATE WATER RESOURCES CONTROL BOARD

California Integrated Water Quality System Project (CIWQS)

Facility At-A-Glance Report

[\[VIEW PRINTER FRIENDLY VERSION\]](#) [\[EXPORT THIS REPORT TO EXCEL\]](#)
 SEARCH CRITERIA: [\[REFINE SEARCH\]](#) [\[NEW SEARCH\]](#) [\[GLOSSARY\]](#)
 DRILLDOWN HISTORY: [\[BACK TO FACILITY LIST\]](#)
 Place ID 631749

[-] [+]

General Information						
Region	Place ID	Place Name	Place Type	Place Address	Place County	
3	631749	San Miguel CSD CS	Collection_System	P.O. Box 180 San Miguel, CA, 93451	San Luis Obispo	

[-]

Related Parties						
Party	Party Type	Party Name	Role	Classification	Relationship Start Date	Relationship End Date
634328	Person	Mariah Fluit	Is A Data Submitter For		02/14/2025	
649029	Person	Kayla Bernal	Is A Data Submitter For		01/31/2025	
558510	Person	Cara Aguiar	Is A Data Submitter For		01/30/2025	
550177	Person	David Tracey	Is A Data Submitter For		02/24/2015	04/05/2023
527750	Person	Roland Snow	Is Onsite Manager For		07/11/2011	
527751	Person	Kelly Dodds	Is Onsite Manager For		07/11/2011	
376424	Person	Barry Holmes	Is Onsite Manager For		05/01/2007	02/04/2014
300137	Person	J.M Ellison	Is Onsite Manager For		04/06/2006	02/04/2014
39805	Organization	San Miguel CSD	Owner	Special District	04/06/2006	
Total Related Parties: 9						

[-]

Regulatory Measures									
Reg Measure ID	Reg Measure Type	Region	Program	Order No.	WDID	Effective Date	Expiration Date	Status	Amended?
299941	Enrollee	3	SSOMUNISML	2022-0103-DWQ	3SSO10321	05/01/2007		Active	N
Total Reg Measures: 1									

[-]

Violations							
Violation ID	Occurred Date	Violation Type	(-) Violation Description	Corrective Action	Status	Classification	Source
Total Violations: 0							
Priority Violations: 0							

Report displays most recent five years of violations. Refer to the [Interactive Violation Report](#) for more data.
 *Click the "(+/-) Violation Description" link to expand and contract the violation description.
 *As of 5/20/2010, the Water Board's Enforcement Policy requires that all violations be classified as 1, 2 or 3, with class 1 being the highest. Prior to this, violations were simply classified as Yes or No. If a 123 classification has been assigned to a violation that occurred before this date, that classification data will be displayed instead of the Yes/No data.

Violation Types

[-]

Enforcement Actions				
Enf Id	Enf Type	Enf Order No.	Effective Date	Status
Total Enf Actions: 0				

[-]

Inspections						
Inspection ID	Inspection Type	Lead Inspector	Actual End Date	Planned	Violations	Attachment
Total Inspections: 0						
Last Inspection: None						

Audit Item 4

Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

SSMP Element Deficiencies Listed by Element

Element 1 - SSMP Goal and Introduction:

- Organizational statement for “(1) properly manage, operate, and maintain all parts of the Enrollee’s sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.”
- **Sub Element 1.1:** Include updated regulatory context which includes the re-issued WDR “General Order 2022-0103” and certification letter.
- **Sub Element 1.2:** Need to list SSMP update schedule.
- **Sub Element 1.3:** Sewer system asset overview needs update including metrics for population and data management systems.

Element 2 - Organization:

- Update contact information for organization.
- Update contact information for data submitters and alternate LRO.
- Update responsibility by element table.
- Update chain of communication for reporting spills to include updates from the re-issued WDR “General Order 2022-0103”.

Element 3 - Legal Authority:

- Updated, no deficiencies identified.

Element 4 - Operation and Maintenance Program:

- **Sub Element 4.1:** Provide updated map of the Sanitary Sewer System.
- **Sub Element 4.2:** Identify force main maintenance at the Soka Way lift station.
- **Sub Element 4.3:** Training program needs to be provided on a regular basis and formalized, covering updated WDR, spill estimation and reporting procedures.
- **Sub Element 4.4:** Updated, no deficiencies identified.

Element 5 – Design and Performance Provisions:

- **Sub Element 5.1:** Updated, no deficiencies identified.
- **Sub Element 5.2:** Updated, no deficiencies identified.

Element 6 – Spill Emergency Response Plan:

- Currently being updated and will be included in upcoming SSMP update.

Element 7 – Sewer Pipe Blockage Control Program:

- Updated, no deficiencies identified.

Element 8 – System Evaluation, Capacity Assurance and Capital Improvements:

- **Sub Element 8.1:** Evaluation of the sanitary sewer system.
- **Sub Element 8.2:** Reference master plan and dry/wet weather impacts as well as system capacity.
- **Sub Element 8.1:** Updated, no deficiencies identified.
- **Sub Element 8.4:** Update capital improvement plan based on updated master plan.

Element 9 – Monitoring, Measurement and Program Modifications:

- Updated, no deficiencies identified.

Element 10 – Sewer System Management Plan Audits:

- Updated, no deficiencies identified.

Element 11 – Communication Plan:

- SSMP updates and audits are being communicated regularly at agency board meetings.
- Owners/operators of systems that connect into the enrollee’s system, including satellite systems, for: Not applicable.
- Staff has received training and has included documentation as for reference.

Audit Item 5

Audit findings and recommended corrective actions:

Based on the Audit conducted, the following findings and recommended corrective actions are provided:

Element 1 - SSMP Goal and Introduction:

- Organizational statement for “(1) properly manage, operate, and maintain all parts of the Enrollee’s sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.”
 - **Will update to include modified language.**
- **Sub Element 1.1:** Include updated regulatory context which includes the re-issued WDR “General Order 2022-0103” and certification letter from SWRCB.
 - **Will update to include language from Re-issued WDR.**
- **Sub Element 1.2:** Need to list SSMP Update Schedule from SWRCB page.
 - **Will obtain data table from SWRCB website.**
- **Sub Element 1.3:** Sewer System Asset Overview needs update including metrics for population and data management systems.
 - **Will update metrics with data available.**

Element 2 - Organization:

- Update contact information for organization.
 - **Will update contact information.**
- Update contact information for Data Submitters and alternate LRO.
 - **Will update LRO/DS information.**
- Update responsibility by element table.
 - **Update element table to include updated sections.**
- Update chain of communication for reporting spills to include updates from the re-issued WDR “General Order 2022-0103”.
 - **Will update chain of reporting to include new reporting guidelines from the SWRCB.**

Element 3 - Legal Authority:

- Updated, no deficiencies identified.

Element 4 - Operation and Maintenance Program:

- **Sub Element 4.1:** Provide updated map of the Sanitary Sewer System.
 - **Will obtain and include from upcoming Master plan in 2026.**
- **Sub Element 4.2:** Identify force main and maintenance at the Soka Way lift station.
 - **Will identify in updated SSMP.**
- **Sub Element 4.3:** Training program needs to be provided on a regular basis and formalized, covering updated WDR, spill estimation and reporting procedures.

- **Management will have staff attend one training event per year as recommended by the SWRCB.**
- **Sub Element 4.4:** Updated, no deficiencies identified.

Element 5 – Design and Performance Provisions:

- **Sub Element 5.1:** Updated, no deficiencies identified.
- **Sub Element 5.2:** Updated, no deficiencies identified.

Element 6 – Spill Emergency Response Plan:

- Currently being updated and will be included in upcoming SSMP update.
 - **See updated Spill Emergency Response Plan.**

Element 7 – Sewer Pipe Blockage Control Program:

- Updated, no deficiencies identified.

Element 8 – System Evaluation, Capacity Assurance and Capital Improvements:

- **Sub Element 8.1:** Evaluation of the sanitary sewer system.
 - **See Master Plan attachment.**
- **Sub Element 8.2:** Reference master plan and dry/wet weather impacts as well as system capacity.
 - **See Master Plan attachment.**
- **Sub Element 8.1:** Updated, no deficiencies identified.
- **Sub Element 8.4:** Update capital improvement plan based on updated master plan.
 - **See Master Plan attachment.**

Element 9 – Monitoring, Measurement and Program Modifications:

- Updated, no deficiencies identified.

Element 10 – Sewer System Management Plan Audits:

- Updated, no deficiencies identified.

Element 11 – Communication Plan:

- SSMP Updates and Audits are being communicated regularly at Agency Board meetings.
 - **See last Board Report discussing SSMP adoption date.**
- Are there Owners/operators of systems that connect into the Enrollee’s system, including satellite systems, for.
 - **Not applicable.**
- Staff has received training and has included documentation as for reference.
 - **See attached training reference.**

Audit Item 6

A statement that sewer system operator's input on the audit findings has been considered:

The following operators feedback has been included in the development of this Audit: ✓

Date management met with all staff to gather feedback: 10/27/2025

The following SMCSD staff were included in the meeting and the contractors were consulted afterwards with the General Manager:

1. Kelly Dodds – General Manager (Legally Responsible Official)
2. Joe Martines – Field Operator Lead
3. Mariah Fluit – Fluid Resource Management - Contractor (Data Submitter)
4. Kayla Bernal – Fluid Resource Management - Contractor (Data Submitter)
5. Cara Aguilar – Fluid Resource Management - Contractor (Data Submitter)
6. Carinna Ellison – Fluid Resource Management - Contractor

Audit Item 7

A proposed schedule for the Enrollee to address the identified deficiencies:

The following list of deficiencies will be corrected by 12/31/2025:

- Update organizational statement.
- Updated regulatory context.
- List SSMP update schedule.
- Update Sewer System Asset Overview.
- Update contact information for organization.
- Update contact information for Data Submitters and alternate LRO.
- Update responsibility data table.
- Update chain of communication for reporting spills.
- Provide updated map of the Sanitary Sewer System.
- Identify force main and maintenance with new Soka Way lift station.
- Formalize spill response and reporting training program.
- Update Spill Emergency Response Plan.
- Updated Evaluation of Sanitary Sewer System.
- Master plan data on dry/wet weather impacts on system.
- Updated capital improvement plan based on updated master plan.
- Include Board Report adopting SSMP.
- Include staff training documentation.

Certification Statement

Required per the State Water Resource Control Boards re-issued order: Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ December 6, 2022.

Section 5.9. Reporting Certification:

The Legally Responsible Official shall electronically certify, on the Enrollee’s behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

“I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information.”

Legally Responsible Official: Kelly Dodds (General Manager)

Date:

*Note: Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.



San Miguel Community Services District (SMCSD) Spill Emergency Response Plan (SERP)

CS Name: San Miguel CSD CS
WDID: 3SSOO10321
Date of Completion: 11/1/2025





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Introduction

The purpose of the Spill Emergency Response Plan is to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The successful implementation of this Spill Emergency Response Plan will minimize the impact of spills to the public and the environment. This Spill Emergency Response Plan will be the guideline for the standard operating procedures in the event of a Spill. The Spill Emergency Response Plan will be reviewed annually and as needed to ensure that all corrective measures are being taken. For the remainder of this document the “SERP” acronym shall take the place of the Spill Emergency Response Plan. For the remainder of this document the “SMCSD” acronym or “District” shall take the place of the San Miguel Community Services District.

The SMCSD is a member of Region 3 (Central Coast) Regional Water Quality Control Board

- ❖ Region 3 Email: CentralCoast@waterboards.ca.gov
- ❖ Region 3 Phone: (805) 549-3147.

The SMCSD’s Spill Emergency Response Goals Include the following:

1. Perform all spill response tasks in a safe manner.
2. Respond efficiently to reduce the volume of the spill.
3. Remove the cause of the spill.
4. Contain the spill.
5. Gather as much information as possible from the person reporting the spill.
6. Prevent spills from entering storm drain systems and waters of the United States.
7. Reduce public contact with spills.
8. Control the impact of a spill.
9. Restore system capacity and condition as soon as possible.
10. Comply with all regulatory reporting requirements.

Commitment to Safety:

The General Manager will ensure that District staff responding to a spill event are familiar with potential safety hazards associated with sewer work. Training regarding to blood-borne pathogens, confined space safety, hazardous waste handling procedures, fall protection, traffic safety, and documenting additional training topics.

The District will provide training for all District staff to discuss: safety issues, work procedures, and inspection of safety equipment before starting the job. Additionally, tailgate safety meetings are held every 10 working days as required by [Cal/OSHA Title 8 California Code of Regulation 1509e](#).



Required Procedures

SMCSD SERP includes up to date information, ensuring prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan also includes procedures for:

- ❖ Notification - Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner; Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- ❖ Compliance - Comply with the notification, monitoring and reporting requirements of General Order WQ 2022-0103-DWQ, State law and regulations, and applicable Regional Water Board Orders; Document and report spill events as required in General Order WQ 2022-0103-DWQ;
- ❖ Implementation - Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained; SMCSD to address emergency system operations, traffic control and other necessary response activities;
- ❖ Containment - Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- ❖ Remediation - Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State; Remove sewage from the drainage conveyance system; Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- ❖ Proactive Approach - Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- ❖ External Coordination - Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- ❖ Internal Analysis - Conduct post-spill assessments of spill response activities;
- ❖ Annual Assessment - Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.



Notification Procedures

SMCSD Notifies primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner; SMCSD Notifies other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;

SMCSD maintains a 30-minute response time for all reported sewer emergencies

Spills are reported to the District in one of three ways:

1. Incoming call to the District:

- Regular Business Hours - (805) 467-3300
- After-Hours Sewer/Water Emergencies - (805) 226-2102

2. Incoming call from the County Sheriff/County Health/Regional Water Board:

- County Sheriff's Office North Station – (805) 434-4290
- County Health Services – (805) 781-5544
- Region 3 Water Board – (805) 549-3147 or CentralCoast@waterboards.ca.gov

3. District staff calls in and reports an observation while in the field.

All calls are immediately reported to the General Manager.

The General Manager (LRO) will begin to fill out an internal spill response report and will either act as Primary Responder to the spill or delegates the Primary Responder duties to another available District staff.

A Primary Responder is then dispatched to the site of the reported spill.

The Primary Responder is responsible for assessing the spill as well assisting the General Manager in notification and reporting procedures to the following agencies:

- **Notification of local officials.**
- **Notification to appropriate regulatory agencies:**
 - California Office of Emergency Services – (800) 852-7550 **(within 2 hours)**
 - County Health Services – (805) 781-5544 **(within 2 hours)**
 - Region 3 Water Board – (805) 549-3147 **(within 2 hours)**
- **Notification of additional potentially affected entities:**
 - CA Department of Fish and Game – Region 4 (559) 243-4005 (as necessary)
 - San Luis Obispo County Agriculture – (805) 781-5910 (as necessary)
 - The local water supplier is SMCSD.

For more details, please see the Appendix Sections.



Regulatory Compliance

SMCSD complies with the notification, monitoring and reporting requirements of General Order WQ 2022-0103-DWQ, State law and regulations, and applicable Regional Water Board Orders by adhering to the following requirements for notification, monitoring and reporting;

The following compliance and reporting will be adhered to per WQ 2022-0103-DWQ.

Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	Within two (2) hours of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	<ul style="list-style-type: none"> Conduct spill-specific monitoring; Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters. 	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> Submit Draft Spill Report within three (3) business days of the Enrollee's knowledge of the spill; Submit Certified Spill Report within 15 calendar days of the spill end date; Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and Submit Amended Spill Report within 90 calendar days after the spill end date. 	(Section 3.1 of Attachment E1)

Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Within two (2) hours of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> Submit Draft Spill Report within three (3) business days of the Enrollee's knowledge of the spill; Submit Certified Spill Report within 15 calendar days of the spill end date; and Submit Amended Spill Report within 90 calendar days after the spill end date. 	(Section 3.2 of Attachment E1)



Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendars days after the end of the month in which the spills occur; and Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date. 	(Section 3.3 and 3.5 of Attachment E1)

Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. 	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	<p>Within two (2) hours of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p> <p>Not applicable to a spill of less than 1,000 gallons.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>(Section 1 of Attachment E1)</p>
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill. 	(Sections 3.6, 3.7 and 4.4 of Attachment E1)



Reporting Requirements for Draft Spill Report for Category 1 and 2 Spill

Within three (3) business days of the Enrollee's knowledge of a Category 1 or Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database. The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions
2. Spill location name
3. Location of the spill event including GPS coordinates of known spill boundaries:
 - a. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field
4. Did the spill reach a drainage conveyance system? If Yes:
 - a. Description of the drainage conveyance system transporting the spill
 - b. The total spill volume fully recovered within the drainage system
5. Did the spill directly or indirectly (via a drainage conveyance system) discharge into:
 - a. A water of the United States for a Category 1 spill, or
 - b. A water of the State that are not waters of the United States, for a Category 2 spill
6. Description and GPS coordinates of all discharge point(s), as applicable
7. Estimate of total spill volume, inclusive of all discharge point(s)
8. Estimate of the spill volume that discharged to waters of the State, and spill volume not recovered from a drainage conveyance system
9. Estimate of the spill volume recovered (if applicable)
10. Spill appearance point(s), including:
 - a. Number of appearance points
 - b. Description of spill appearance point(s)
 - c. Location including GPS coordinates of each spill appearance point (or attach a sketch to illustrate the geographic location(s) of each spill appearance point), and
 - d. If a single sanitary sewer system failure results in multiple spill appearance locations, each appearance point must be described
11. Spill start date and time
12. Date and time the Enrollee was notified of, or self-discovered, the spill
13. Estimated operator arrival time
14. For Category 1 spills requiring California Office of Emergency Services notification:
 - a. The date and time the Enrollee notified California Office of Emergency Services
 - b. The California Office of Emergency Services control number



Certified Spill Report for Category 1 and Category 2 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 and/or Category 2 spills, to the online CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>). Upon completion of Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1. (Draft Spill Report for Category 1 and Draft Category 2 Spill) above:

1. Description of the spill event destination(s) including GPS coordinates that represent the full spread of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
 - a. The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - b. The methodology(ies), assumptions and type of data relied upon for estimation of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Whether or not the spill was associated with a storm event;
7. Description of spill response activities including description of immediate spill containment and cleanup efforts;
8. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestone for those steps;
9. Spill response completion date;
10. Whether or not there is an investigation. If yes, detailed narrative of investigation and investigation findings of cause of spill;
11. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
12. Name and type of water body(s) impacted:
 - a. Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
 - b. Responsible entity for closing/restricting use of water body, and
 - c. Number of days closed/restricted as a result of the spill.

For Category 1 Spills only: If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.



Spill Technical Report for Category 1 Spill of 50,000 Gallons or Greater

For any spill with 50,000 gallons or greater discharged into a water of the United States, within 45 calendar days of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
 - a. Complete and detailed explanation of how and when the spill was discovered;
 - b. Photographs illustrating the spill origin, the spill flow path, the extent of the spill, drainage conveyance system entrance and exit, receiving water, and post cleanup site conditions;
 - c. Diagram showing the spill failure point, appearance point(s), and ultimate destinations;
 - d. Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
 - e. Detailed description of the spill cause(s);
 - f. Copy of original field crew records used to document the spill; and
 - g. Historical maintenance records for the failure location.
2. Enrollee's response to spill:
 - a. Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
 - b. Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
 - c. Final corrective action(s) completed and/or planned to be completed including a schedule for actions not yet completed, including:
 - i. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable.
 - ii. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences.
3. Water Quality Monitoring, including at minimum:
 - a. Description of all water quality sampling activities conducted;
 - b. List of pollutants and parameters monitored, sampled and analyzed; as required in section 2.3. (Receiving Water Monitoring) of this Attachment;
 - c. Laboratory results, including laboratory reports;
 - d. Detailed location map illustrating all water quality sampling points; and
 - e. Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.



Amended Certified Spill Reports for Category 1 and Category 2 Spills

The Enrollee shall update or add additional information to a certified Spill Report within 90 calendar days of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After 90 days, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.



Water Quality Sampling and Testing

Water Quality Sampling and Testing (Photos Required with time stamp): For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct the following water quality sampling no later than 18 hours after the Enrollee's knowledge of a potential discharge to a surface water:

- ❖ Collect one water sample, each day of the duration of the spill, at:
 - The DCS-001 location as described in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment, if sewage discharges to a surface water via a drainage conveyance system; and/or
 - Each of the three receiving water sampling locations in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment; If the receiving water has no flow during the duration of the spill, the Enrollee must report "No Sampling Due To No Flow" for its receiving water sampling locations.

The Enrollee shall analyze the collected receiving water samples for the following constituents per section 2.3.3 (Water Quality Analysis Specifications) of this Attachment:

- ❖ Ammonia, and Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
 - Total Coliform Bacteria
 - Fecal Coliform Bacteria
 - E-coli
 - Enterococcus

Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The Enrollee shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee

Water Quality Analysis Specifications: Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods: Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.



Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

Receiving Water Sampling Locations

The Enrollee shall collect receiving water samples at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)¹

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

- ❖ The Enrollee must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.
- ❖ Safety and Access Exceptions: If the Enrollee encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.



Monthly Certified Spill Reporting for Category 3 and Category 4 Spills

The Enrollee shall report and certify all Category 3 and Category 4 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 and Category 4 spills occurring in the month of February shall be reported and certified by March 30th). After the Legal Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 and Category 4 spills must address the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions,
2. Spill location name,
3. Location of the spill event including GPS coordinates of known spill boundaries:
 - a. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
4. Did the spill reach a drainage conveyance system? If Yes:
 - a. Description of the drainage conveyance system transporting the spill, and
 - b. The total spill volume fully recovered within the drainage system;
5. Did the spill directly or indirectly (via a drainage conveyance system) discharge into a water of the State?
6. Description and GPS coordinates of all discharge point(s), as applicable;
7. Estimate of total spill volume, inclusive of all discharge point(s);
8. Estimate of the spill volume that discharged to waters of the State, and spill volume not recovered from a drainage conveyance system;
9. Estimate of the spill volume recovered (if applicable);
10. Spill appearance point(s), including:
 - a. Number of appearance points,
 - b. Description of spill appearance point(s)
 - c. Location including GPS coordinates of each spill appearance point (or attach a sketch to illustrate the geographic location(s) of each spill appearance point), and
 - d. If a single sanitary sewer system failure results in multiple spill appearance locations, each appearance point must be described;
11. Spill start date and time;
12. Date and time the Enrollee was notified of, or self-discovered, the spill;
13. Estimated operator arrival time;



-
14. All information provided in Draft Category 1 Spill Report, with verification, or necessary modification based on subsequently acquired information after submittal of draft report;
 15. Description of the spill event destination(s) and GPS coordinates of the furthest reaches of the spill;
 16. Estimate of the spill end date and time;
 17. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
 18. System failure location (for example, main, lateral, pump station, etc.);
 19. The association of the spill with a storm event, if applicable;
 20. Description of how the volume estimations were calculated, including, at minimum:
 - a. The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - b. The methodology and type of data relied upon to estimate the spill start time, ongoing spill rate at time of arrival (if applicable), and the spill end time;
 21. Description of spill corrective actions, including at a minimum:
 - a. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
 - b. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
 - i. Adjusted schedule/method of preventive maintenance,
 - ii. Planned rehabilitation or replacement of sanitary sewer asset,
 - iii. Inspected, repaired asset(s), or replaced defective asset(s),
 - iv. Capital improvements,
 - v. Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
 - vi. Description of spill response activities,
 - vii. Spill response completion date, and
 - viii. Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;
 22. Detailed narrative of investigation and investigation findings of cause of spill;
 23. Name and type of water body(s) impacted; and
 24. If discharged to a surface water, visual inspection of water body, narrative description, and photographs of impacted water body(s).



Implementation and Training

SMCSD to ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained to address emergency system operations, traffic control and other necessary response activities.

SERP Implementation for District Owned Spill:

1. District Staff receives a call-in regard to a potential sewage spill.
2. District Staff promptly notifies the General Manager or Primary Responder in the event of a reported sewage spill.
3. Staff Investigates potential District owned spill by gathering the following reported information:
 - a. Contact name and phone number who reported spill.
 - b. Address for site of spill.
 - c. Spill volume and impacted area.
4. District Staff arrives at the spill location and confirms District Owned Spill.
5. Staff begins setup of traffic control, if needed (Cones/Barricades/Signs) and takes pictures.
6. Staff will determine spill category and notify applicable agencies.
7. Minimize public access to the spilled sewage.
8. Staff sets up spill containment to mitigate contamination to maximum extent possible and takes pictures:
 - a. Contain spill area to protect against discharge into a storm drain.
 - b. Berms/Dikes/Plugs around catch basins or storm drain openings.
 - c. Spill Blanket/Absorbent over catch basin or storm drain openings.
9. Staff begins spill correction, cleanup and determines spill category:
 - a. Restore flow by hydro-jetting downstream maintenance hole till flow returns to regular flow level. If flow is unable to be restored, setup and initiate bypass operation, if flow is restored proceed to step b.
 - b. Vacuum surrounding area at spill site.
 - c. Return vacuumed sewage to the sewer system.
 - d. Disinfect with SMCSD-approved disinfectant.
 - e. Restore spill area to pre-spill condition.
10. Staff investigates and determines the cause of the spill:
 - a. Vandalism, Illicit Discharge, Roots, FOG, Sediment, Structural Failure and Capacity.
11. Staff documents and reports information:
 - a. General Manager completes Spill Report Form.
 - b. Complete Spill Building History Form if Spill has occurred in a building or residence.
 - c. Photos: Spill Area, Storm Drain, Depth Measurement, Structural Damage
 - d. Complete Failure Analysis.
12. Legally Responsible Official completes spill draft report and internal report.
13. Legally Responsible Official Certifies final report in CIWQS.



SERP Implementation for Private Lateral Spill:

1. District Staff receives a call-in regard to a potential sewage spill.
2. District Staff promptly notifies the General Manager.
3. Staff Investigates potential spill by gathering the following reported information:
 - a. Contact name and phone number who reported spill.
 - b. Address for site of spill.
 - c. Spill volume and impacted area.
4. District Staff arrives at the spill location and determines Private Lateral Spill Discharge with documentation and pictures.
5. If Spill remains on private property notify responsible party and SLO County Health Services. If spill enters public right-of-way, proceed to contact responsible party, if unavailable proceed to step 6 and if available continue to step 7.
6. District Staff will contact the responsible party and have private contractor respond.
7. Staff begins setup of traffic control, if needed (Cones/Barricades/Signs).
8. Staff will determine spill category and notify applicable agencies.
9. Minimize public access to and contact with the spilled sewage.
10. Staff sets up spill containment to mitigate contamination to maximum extent possible and takes pictures:
 - a. Contain spill area to protect against storm drain discharge.
 - b. Berms/Dikes/Plugs around catch basins or storm channel openings.
 - c. Spill Blanket/Absorbent over catch basin or storm channel openings.
11. Staff begins spill correction, cleanup and determines spill category (see table 2).
 - a. Restore flow by hydro-jetting downstream maintenance hole till flow returns to regular flow level. If flow is unable to be restored, setup and initiate bypass operation, if flow is restored proceed to step b.
 - b. Vacuum surrounding area at spill site.
 - c. Return vacuumed sewage to the sewer system.
12. Staff investigates and determines the cause for the spill:
 - a. Vandalism, Illicit Discharge, Roots, FOG, Sediment, Structural Failure and Capacity.
13. Begin spill correction, cleanup and take pictures:
 - a. Restore flow by hydro-jetting downstream maintenance hole till flow returns to regular flow level. If flow is unable to be restored within 15 minutes (see table 3 of the Sewer Division Bypass Plan), If flow is restored proceed to step b.
 - b. Vacuum surrounding area at spill site and return sewage to the sewer system.
14. Clean spill area with pressure washer and tools.
 - a. Disinfect with SMCSD-approved disinfectant.
 - b. Restore spill area to pre-spill condition.
15. Finalize Documentation and Internal Reports.
 - a. Maintain internal documents.



SERP Implementation for Other Agency (District/County/Special District):

1. District Staff receives a call-in regard to a potential sewage spill.
2. District Staff promptly notifies the General Manager or General Manager in the event of a reported sewage spill.
3. Staff Investigates potential District owned spill by gathering the following reported information:
 - a. Contact name and phone number who reported spill.
 - b. Address for site of spill.
 - c. Spill volume and impacted area.
4. District Staff arrives at the spill location and determines Other Agency Spill with documentation and pictures.
5. District Staff promptly notifies the General Manager in the event of a Spill.
6. District staff contacts Surrounding Agency Sewer System and asks if assistance is required. If no assistance is needed, proceed to step 15. If assistance is needed proceed to step 7.
7. Staff begins setup of traffic control, if needed (Cones/Barricades/Signs) and takes pictures.
8. Staff will determine spill category and notify applicable agencies (see table 1 and 2).
9. Minimize public access to and contact with the spilled sewage.
10. Staff sets up spill containment to mitigate contamination to maximum extent possible and takes pictures:
 - a. Contain spill area to protect against storm drain discharge.
 - b. Berms/Dikes/Plugs around catch basins or storm channel openings.
 - c. Spill Blanket/Absorbent over catch basin or storm channel openings.
11. Staff begins spill correction, cleanup and determines spill category (see table 2 and 4).
 - a. Restore flow by hydro-jetting downstream maintenance hole till flow returns to regular flow level. If flow is unable to be restored, setup and initiate bypass operation, if flow is restored proceed to step b.
 - b. Vacuum surrounding area at spill site.
 - c. Return vacuumed sewage to the sewer system.
12. Staff investigates and determines the cause of the spill:
 - a. Vandalism, Illicit Discharge, Roots, FOG, Sediment, Structural Failure and Capacity.
13. Begin spill correction, cleanup and take pictures:
 - a. Restore flow by hydro-jetting downstream maintenance hole till flow returns to regular flow level. If flow is unable to be restored within 15 minutes, setup and initiate bypass operation. If flow is restored proceed to step b.
 - b. Vacuum surrounding area at spill site and return sewage to the sewer system.
14. Clean spill area with pressure washer and tools.
 - a. Disinfect with SMCSO-approved disinfectant.
 - b. Restore spill area to pre-spill condition.
15. Finalize Documentation and Internal Reports.
 - a. Maintain internal documents.



Initial and Annual Refresher Training

All District personnel who may have a role in responding to, reporting, and/or mitigating a sewage spill should receive training on the contents of the SERP. All new employees should receive training before they are placed in a position where they may have to respond. Current employees should receive annual refresher training on this plan and the procedures to be followed. All contractor personnel who may have a role in responding to, reporting to the District, and/or mitigating a wastewater collection system overflow should receive training on the contents of the SERP.

Archived Training:

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event should include date, time, place, content, name of trainer(s), and names of attendees.

Contractors Working on District Sewer Facilities:

All contractors working on District sewer facilities will be required to develop a project specific SERP, to provide project personnel with training regarding the content of the contractor's SERP and their role in the event of a spill, and to follow that SERP in the event that they cause or observe a spill. Specifications shall be unique to each project and overall approval remains with the General Manager.

Periodic training drills are conducted to ensure that contractor employees are up to date on the procedures, the equipment is in working order, and the required materials are readily available. The training drills should cover scenarios typically observed during sewer-related emergencies (e.g., mainline blockage, mainline failure, force main failure, lift station failure, and lateral blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion.



Emergency System Operations:

- ❖ Lift Stations.
- ❖ Hazardous Waste Spills.
- ❖ Illicit Discharges.

Lift Station Operations: There are two sewer lift stations throughout the District. The District's sewer lift stations are currently monitored by a Supervisory Control and Data Acquisition System (SCADA) alarm system. The SCADA equipment detects and sends alarms in response to pump failures, high and low wet well levels, and power outages. If an alarm occurs during work hours and/or off hours SCADA will send a text message to the District's General Manager and first responder via cell phone. In addition, both lift stations are equipped with local alarms and signs with the District's contact information. SMCS staff conducts weekly inspections of the sewer lift stations as part of their preventative maintenance plan. Any concerns observed with the sewer lift stations are reported to the General Manager who responds to the concerns or directs field staff to respond.

The Lift Stations are located at:

1. 1765 Bonita Pl, San Miguel, CA 93451 (Machado Wastewater Treatment Facility)
2. 942 Soka Wy, San Miguel, CA 93451 (Soka Way Lift Station)

Hazardous Waste Spills: On occasion the General Manager or District staff may encounter a sewer spill that involves hazardous materials. In those instances, or in any instance where there is a reasonable doubt, they should immediately contact the General Manager and the San Luis Obispo Hazmat Team for special instructions.

The San Luis Obispo Hazmat Team is a multi-agency team comprised of 30 members from CAL FIRE, San Luis Obispo City, Five Cities Fire, Paso Robles City, Atascadero Fire, San Luis Obispo County Environmental Health, and the California Men's Colony.

The San Luis Obispo Hazmat Team is experienced in responding to many emergency challenges, the HazMat Team intentionally intervenes in chemical, biological, and radiological accidents.

The San Luis Obispo County Fire Department provides 24-hour Haz Mat and is located at:

100 Cross Street, San Luis Obispo, CA 93401
(805) 543-4244 slu.reception@fire.ca.gov

Illicit Discharge Spills: Any discharge into the MS4 or from the MS4 into a receiving water that is prohibited under local, state, or federal statutes, ordinances, codes, or regulations. The term illicit discharge includes any non-storm water discharge, except authorized non-storm water discharges; conditionally exempt non-storm water discharges; and non-storm water discharges resulting from natural flows.



Traffic Control:

Traffic Control equipment and vehicles are located at the San Miguel Community Services District Machado Facility: 1765 Bonita Pl, San Miguel, CA 93451

Equipment includes but is not limited to the following: light bars, arrow boards, advanced warning retractable signs, barricades, channelizers, vehicle lights and additional street lighting.

- ❖ Staff shall be familiar with WATCHBOOK: Work Area Traffic Control Handbook
- ❖ Staff Shall be familiar with Manual on Uniform Traffic Control Devices
- ❖ All first responder staff have received training from a contractor or the District in regard to proper Traffic Control procedures.

Emergency Bypass Operations:

Staff shall be able to identify, understand and operate the Districts bypass equipment which include but aren't limited to:

- ❖ AODD (air-operated double-diaphragm) pump.
- ❖ Pipe plugs (pneumatic and mechanical).
- ❖ Portable submersible pumps.
- ❖ Portable trash pump.
- ❖ Floats and switch controls.
- ❖ Lay flat and rigid flex hose connections for pumps.
- ❖ Various utility vehicles.

Annual SERP training to familiarize SMCSDD staff about operations shall be coordinated with the General Manger, District staff and contractors as deemed necessary.



Containment

Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;

The emergency response staff should attempt to contain as much of the spilled sewage as possible using the following steps:

- ❖ Determine the immediate destination of the overflowing sewage;
- ❖ Plug storm drains entry points using air plugs, sandbags, plastic mats, and/or other dam construction material to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities;
- ❖ Contain/direct the spilled sewage using dike/dam, sandbags, or earthen berms in landscaped or undeveloped areas;
- ❖ Pump around the blockage/pipe failure/lift station to convey the wastewater to the nearest downstream manhole or facility;
- ❖ If the spill is caused by a private sewer lateral, District staff may shut off the water supply to that property when the wastewater endangers the public health;
- ❖ The General Manager will be contacted prior to proceeding with a water supply shut off.



Remediation

SMCSD minimizes and remediates public health impacts and adverse impacts on beneficial uses of waters of the State; removes sewage from the drainage conveyance system; cleans the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;

Public Health Response Procedures:

Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;

Public Notification (Photos required with time stamp): The District will direct the posting of signs and place barricades, cones, traffic arrow board, and caution tape as needed to keep vehicles and pedestrians away from contact with spilled sewage.

Creeks, streams, and drainage channels that have been contaminated as a result of a spill should be posted at visible access locations until the risk of contamination has subsided to acceptable background levels.

The warning signs, once posted, should be checked every day to ensure that they are still in place. Do not remove the signs until directed by the General Manager.

Photos should be taken of all posted warning signs to assure ultimate removal and to provide proof of signage posting if claims or litigation result from the spill.

Major spills may warrant broader public notice. The approval of the General Manager is required prior to contacting local media when significant areas may have been contaminated by sewage.

Watershed Information: The confluence of the Salinas and Estrella Rivers occurs in Northern San Luis Obispo County, within the town of San Miguel. The highest elevation in the watershed is approximately 2,854 feet, and the lowest elevation is around 607 feet. Vineyards slightly predominate over oak woodlands and grassland communities. Tree species such as blue oak, and valley oak dominate the oak woodland, while western sycamore, Fremont's cottonwood, and willows are found in the riparian woodlands along the Estrella River. Agriculture is the dominant use. The Estrella River Valley is generally used most intensively for agriculture because of better soils and water availability. Irrigated production has increased during the last 10 years, particularly in vineyards and alfalfa. Dry farming and grazing operations encompass the rest of the agricultural uses.



Proactive Approach

SMCSD operations include numerous elements in preventing sewer system overflows, mitigating spill volumes, limiting public disruption, and mitigating environmental impacts should a spill occur.

- ❖ Implementation of technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- ❖ A routine maintenance program is conducted on the entire mainline system that includes annual mainline jetting and CCTV inspection with NAASCO coding every 5 years;
- ❖ Staff are trained in the proper procedures for addressing spills, hazardous materials, traffic control setups, PPE use, and communications;
- ❖ Staff offices and equipment are located adjacent to the wastewater treatment plant, affording easy visual observations during working hours. SMCSD also installed updated SCADA equipment at the wastewater treatment plant to provide instant alerts and situational data with some ability for remote control of treatment plant operations;
- ❖ Emergency bypass equipment, a jet truck, spill response supplies, a CCTV trailer, PPE, and other tools are stocked and ready for deployment at the wastewater treatment plant;
- ❖ The District utilizes multiple vehicles, equipment, and tools to decrease spill volumes and increase awareness within the community;
- ❖ District staff perform practice drills to ensure situational awareness for potential spills and ensure operational readiness;
- ❖ Maintains relationships with bordering cities and regional agencies to ensure reporting, notification and monitoring requirements are understood and communicated, as well as fostering a healthy mutual aid system if needed.



External Coordination

SMCSD will implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;

SMCSD has an established relationship with the City of Paso Robles for vacuum services which will assist in remediation in the event of a spill.

SMCSD has established communication with the San Luis Obispo County Environmental Health Services regarding all concerns for illicit discharges involving sewer spills. SLO Environmental Health Services is the direct reporting agency for SLO County Department of Public Works and will dispatch staff to drainage channels if necessary.

After clean-up and reporting are completed, SMCSD will communicate with all staff and any agencies that provided assistance to determine the cause of the spill and discuss how a similar incident can be avoided in the future. This may include increased preventative maintenance, repair or rehabilitation of the sewer infrastructure. The response procedure should also be discussed to determine if it should be modified in any way to make it more efficient.



Internal Analysis

SMCSD will conduct post-spill assessments of spill response activities.

Post-Spill Assessment of Spill Response Activities:

Every spill event is an opportunity to evaluate the response and reporting procedures. Each sewer overflow event is unique, with its own elements and challenges including volume, cause, location, terrain, and other parameters.

After a spill event, all of the participants, from the person who received the call to the last person to leave the site, will meet to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future spill events.

It is the responsibility of the General Manager to call for the meeting. The results of the debriefing should be documented to ensure the action items are completed. These meeting minutes shall be added to the internal spill records.

Spill Analysis Investigation:

The objective of the spill analysis investigation is to determine the “root cause” of the spill and to identify corrective action(s) needed that will reduce or eliminate potential for additional spills to occur. The investigation will include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation will be conducted by the General Manager. The investigation should include the following:

- ❖ Reviewing past maintenance records;
- ❖ Reviewing original construction plans and regulatory reports;
- ❖ Reviewing available photographs;
- ❖ Conducting a CCTV inspection to determine the condition of the line segment immediately following the spill and reviewing the video and logs;
- ❖ Interviewing staff who responded to the spill, as well as interviewing customers and residents.

The result of the spill analysis investigation should determine the root cause and the identification of the corrective actions. The **Spill Report Form** should be used to document the investigation.



Appendix: Methods for Estimating Spill Volume



Method 1 - Eyeball Estimate

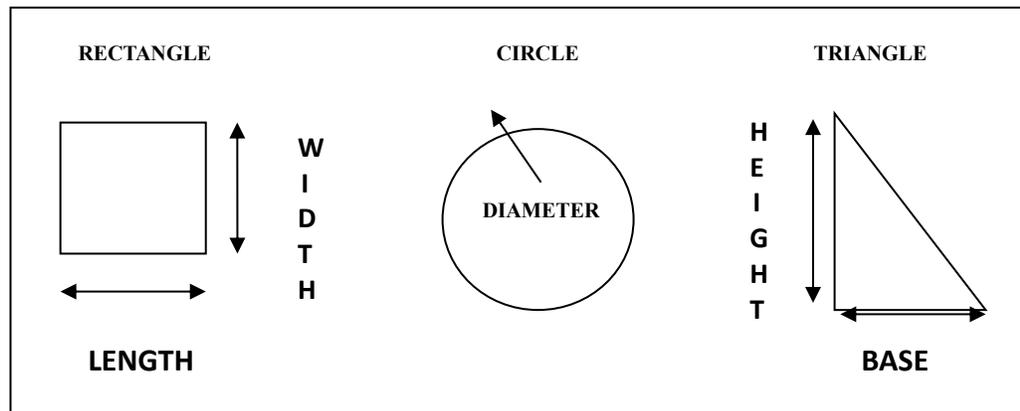
The volume of small spills can be estimated using an “eyeball estimate”. To use this method, imagine the amount of water that would spill from a bucket or a barrel. A bucket contains 5 gallons, and a barrel contains 50 gallons. If the spill is larger than 50 gallons, try to break the standing water into barrels and then multiply by 50 gallons. This method is useful for contained spills up to approximately 200 gallons. Spills greater than 200 gallons should use an alternative method.



Method 2 - Measured Volume

The volume of most small spills that have been contained can be estimated using this method. The shape, dimensions, and the depth of the contained sewage are needed. The shape and dimensions are used to calculate the area of the spills, and the depth is used to calculate the volume.

Common Shapes and Dimensions:



Step 1 Sketch the shape of the contained sewage (see figure above).

Step 2 Measure or pace off the dimensions.

Step 3 Measure the depth at several locations and select an average.

Step 4 Convert the dimensions, including depth, to feet.

Step 5 Calculate the area in square feet using the following formulas:

Rectangle: Area = length (feet) x width (feet)

Circle: Area = diameter (feet) x diameter (feet) x 0.79

Triangle: Area = base (feet) x height (feet) x 0.5

Step 6 Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.

Step 7 Multiply the volume in cubic feet by 7.5 to convert it to gallons

Step 8 Write all computations down and include them with the Spill Report Form.

Spill Volume: Once duration and flow rate have been estimated, the volume of the spill is the product of the duration in hours or days and the flow rate is in gallons per hour or gallons per day. For example:

- 22 upstream connections x 9 gal per hr. per connection =
 - 198 gal per hr./60 min per hr. = 3.3gpm
- Spill start time = 11:00
- Spill end time = 14:00
- Spill duration = 3 hours
- 3.3 gallons per minute x 3 hours x 60 minutes per hour = 594 gallons



Method 3 - Duration and Flow rate

Calculating the volume of larger spills, where it is difficult or impossible to measure the area and depth, requires a different approach. In this method, separate estimates are made of the duration of the spill and the flow rate. The methods of estimating duration and flow rate are: **Duration:** The duration is the elapsed time from the time the spill started to the time that the flow was restored.

Start Time: The start time is sometimes difficult to establish. Here are some approaches:

Local residents can be used to establish start time. Inquire as to their observations. Spills that occur in rights-of-way are usually observed and reported promptly. Spills that occur out of the public view can go on longer. Sometimes observations like odors or sounds (e.g. water running in a normally dry creek bed) can be used to estimate the start time.

Changes in flow on a downstream flow meter can be used to establish the start time. Typically, the daily flow peaks are “cut off” or flattened by the loss of flow. This can be identified by comparing hourly flow data during the spill event with flow data from prior days.

Conditions at the spill site change over time. Initially there will be limited deposits of toilet paper and other sewage solids. After a few days to a week, the sewage solids form a light-colored residue. After a few weeks to a month, the sewage solids turn dark. The quantity of toilet paper and other materials of sewage origin increase over time. These observations can be used to estimate the start time in the absence of other information. Taking photographs to document the observations can be helpful if questions arise later in the process.

It is important to remember that spills may not be continuous. Blockages are not usually complete (some flow continues). In this case the spill would occur during the peak flow periods (typically 10:00 to 12:00 and 13:00 to 16:00 each day). Spills that occur due to peak flows in excess of capacity will occur only during, and for a short period after heavy rainfall.

End Time: The end time is usually much easier to establish. Field staffs on-site observe the “blow down” that occurs when the blockage has been removed. The “blow down” can also be observed in downstream flow meters.

Flow Rate: The flow rate is the average flow that left the wastewater collection system during the time of the spill. There are three common ways to estimate the flow rate:

Flow meter: Changes in flows in downstream flow meters can be used to estimate the flow rate during the spill.

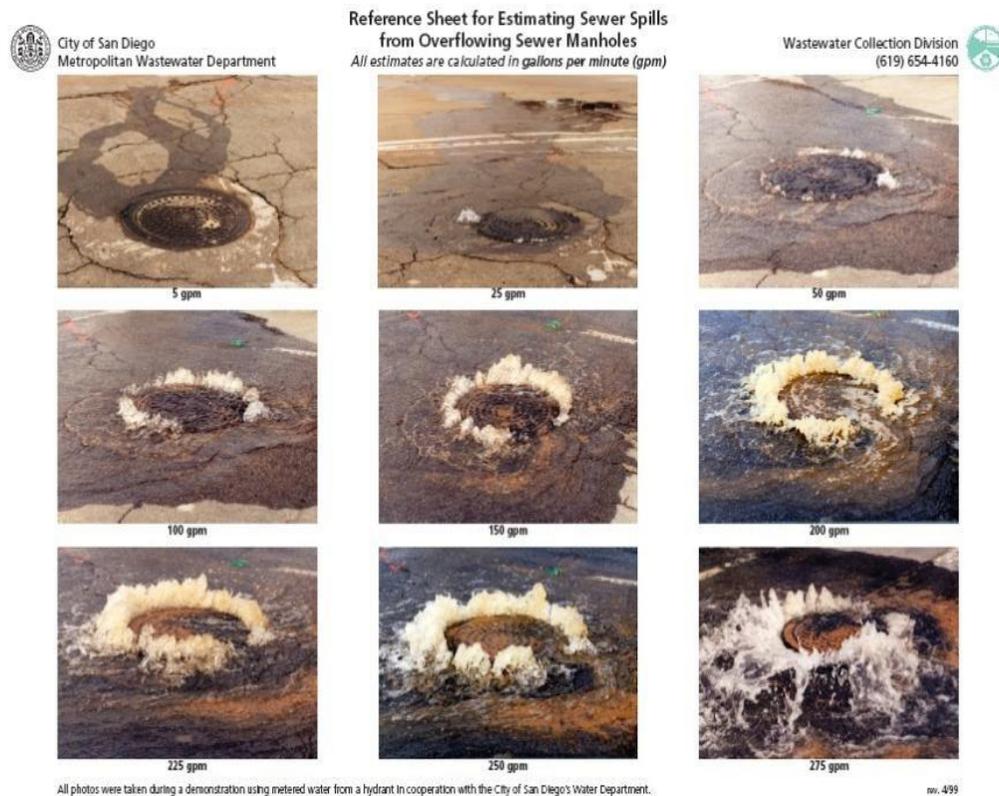
Counting Connections: Once the location of the spill is known, the number of upstream connections can be determined from the sewer maps. Multiply the number of connections by 200 to 250 gallons per day per connection or 8 to 10 gallons per hour per connection.



Method 4: San Diego Spill Reference Sheet

The San Diego Spill Reference Sheet is a chart that illustrates raw sewage flowing from maintenance hole covers at a variety of flow rates. These flows were metered and are considered widely to be highly accurate.

The documented timestamped pictures taken in the field by staff can be used to select the appropriate flow rate from the chart.





SMCSD Spill Report Form

Within three (3) business days of the Enrollee's knowledge of a Category 1 or Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database. The Draft Spill Report must, at a minimum, include the following items:

- 1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions:** _____
- 2. Spill location name:** _____
- 3. Location of the spill event including GPS coordinates of known spill boundaries:**
 - c. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field
 - d. GPS Coordinates: _____
 - e. GPS Coordinates: _____
 - f. GPS Coordinates: _____
 - g. GPS Coordinates: _____
- 4. Did the spill reach a drainage conveyance system? If Yes:**
 - a. Description of the drainage conveyance system transporting the spill:

 - b. **The total spill volume fully recovered within the drainage system:** _____
 - c. **Total Volume Recovered:** _____
- 5. Did the spill directly or indirectly (via a drainage conveyance system) discharge into:**
 - a. A water of the United States for a Category 1 spill,
 - i. **(Circle) YES or NO**
 - b. A water of the State that are not waters of the United States, for a Category 2 spill
 - i. **(Circle) YES or NO**
- 6. Description and GPS coordinates of all discharge point(s), as applicable**
 - a. Description and GPS Coordinates:

 - b. Description and GPS Coordinates:

 - c. Description and GPS Coordinates:

 - d. Description and GPS Coordinates:



-
- 7. Estimate of total spill volume, inclusive of all discharge point(s): _____
 - 8. Estimate of the spill volume that discharged to waters of the State, and spill volume not recovered from a drainage conveyance system: _____
 - 9. Estimate of the spill volume recovered (if applicable): _____

10. Spill appearance point(s), including:

- a. Number of appearance points: _____
- b. Description of spill appearance point(s):

- c. Location including GPS coordinates of each spill appearance point (or attach a sketch to illustrate the geographic location(s) of each spill appearance point):

d. Sketch Description:

- e. If a single sanitary sewer system failure results in multiple spill appearance locations, each appearance point must be described:



11. Spill start date and time: _____

12. Date and time the Enrollee was notified of, or self-discovered, the spill:

13. Estimated operator arrival time: _____

14. For Category 1 spills requiring California Office of Emergency Services notification:

a. The date and time the Enrollee notified California Office of Emergency Services:

b. **The California Office of Emergency Services Control Number:** _____

Description of the spill event destination(s) including GPS coordinates that represent the full spread of the Spill:

15. Spill end date and time: _____

16. Description of how the spill volume estimations were calculated, including at a minimum:

d. The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered):

e. The methodology(ies), assumptions and type of data relied upon for estimation of the spill start time and the spill end time:

17. Spill cause(s) (for example, root intrusion, grease deposition, etc.): _____

18. System failure location (for example, main, lateral, pump station, etc.): _____

19. Whether or not the spill was associated with a storm event: _____



20. Description of spill response activities including description of immediate spill containment and cleanup efforts:

21. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestone for those steps:

22. Spill response completion date: _____

23. Whether or not there is an investigation. If yes, detailed narrative of investigation and investigation findings of cause of spill:

24. Reasons for an ongoing investigation (as applicable) and the expected date of completion:

25. Name and type of water body(s) impacted:

a. Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill: _____

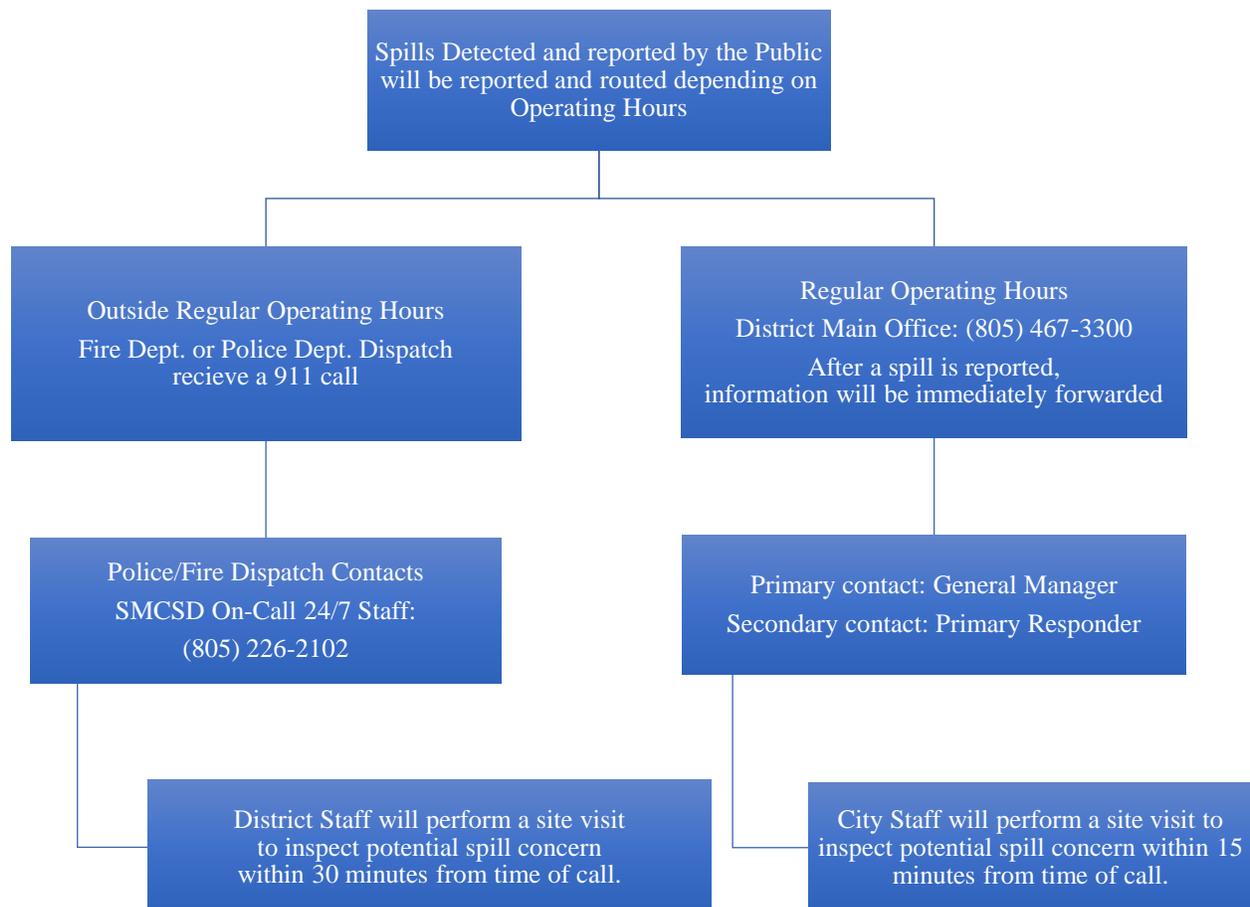
b. Responsible entity for closing/restricting use of water body: _____

c. Number of days closed/restricted as a result of the spill: _____



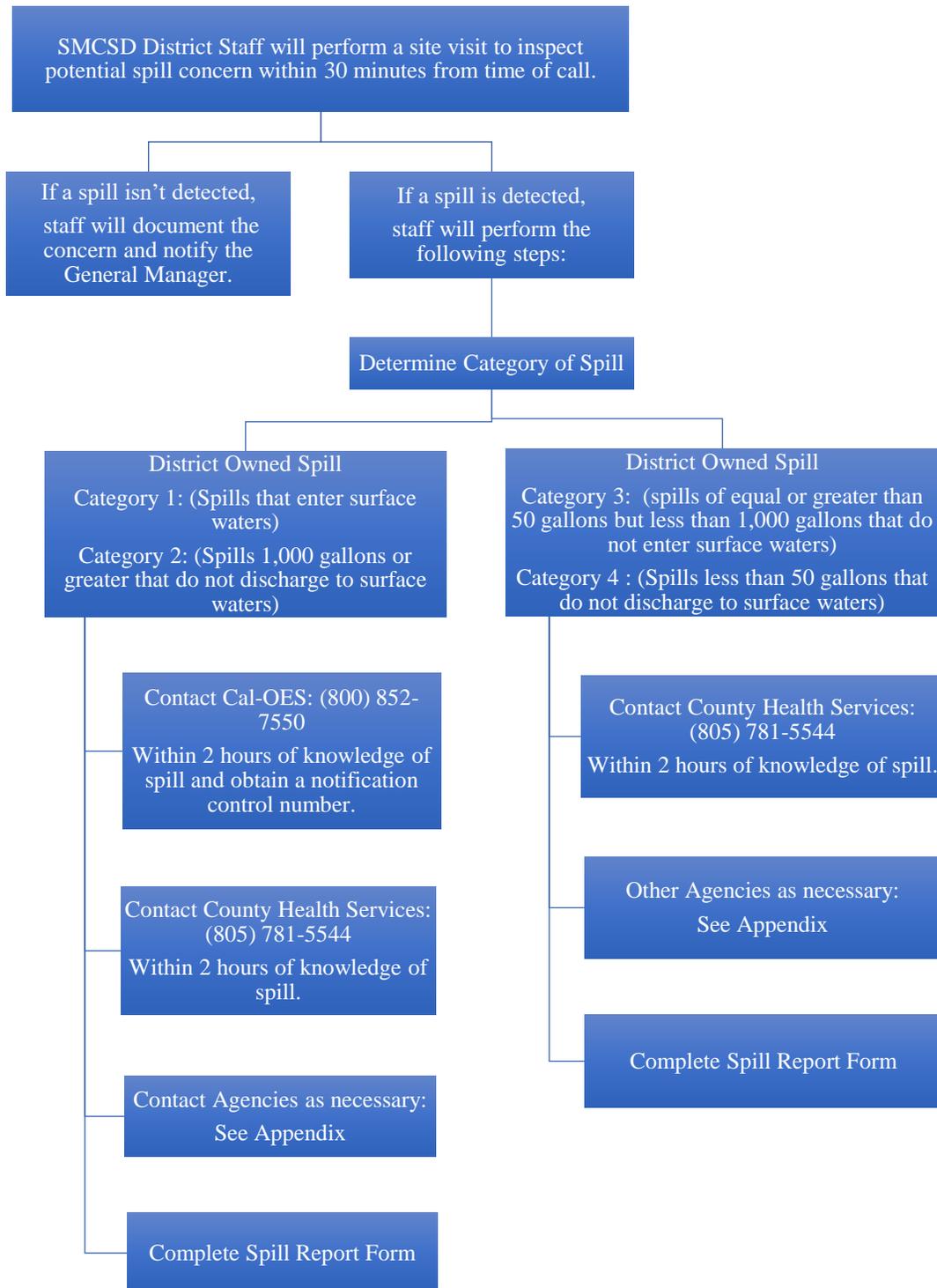
Chain of Communication for Spill Response

District Receives Call Reporting a Spill (Initial Response):



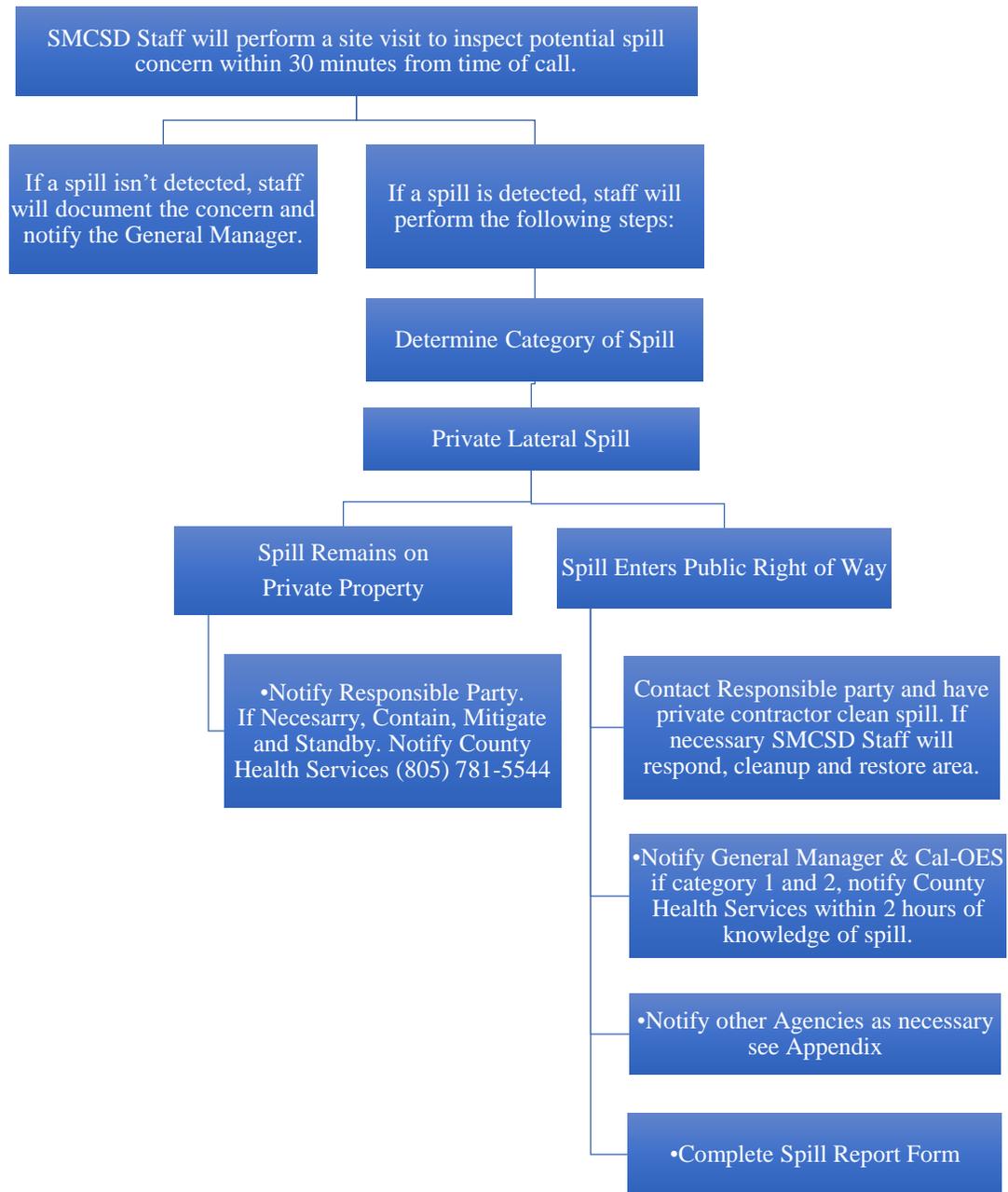


District Owned Sewer Discharge Procedures:



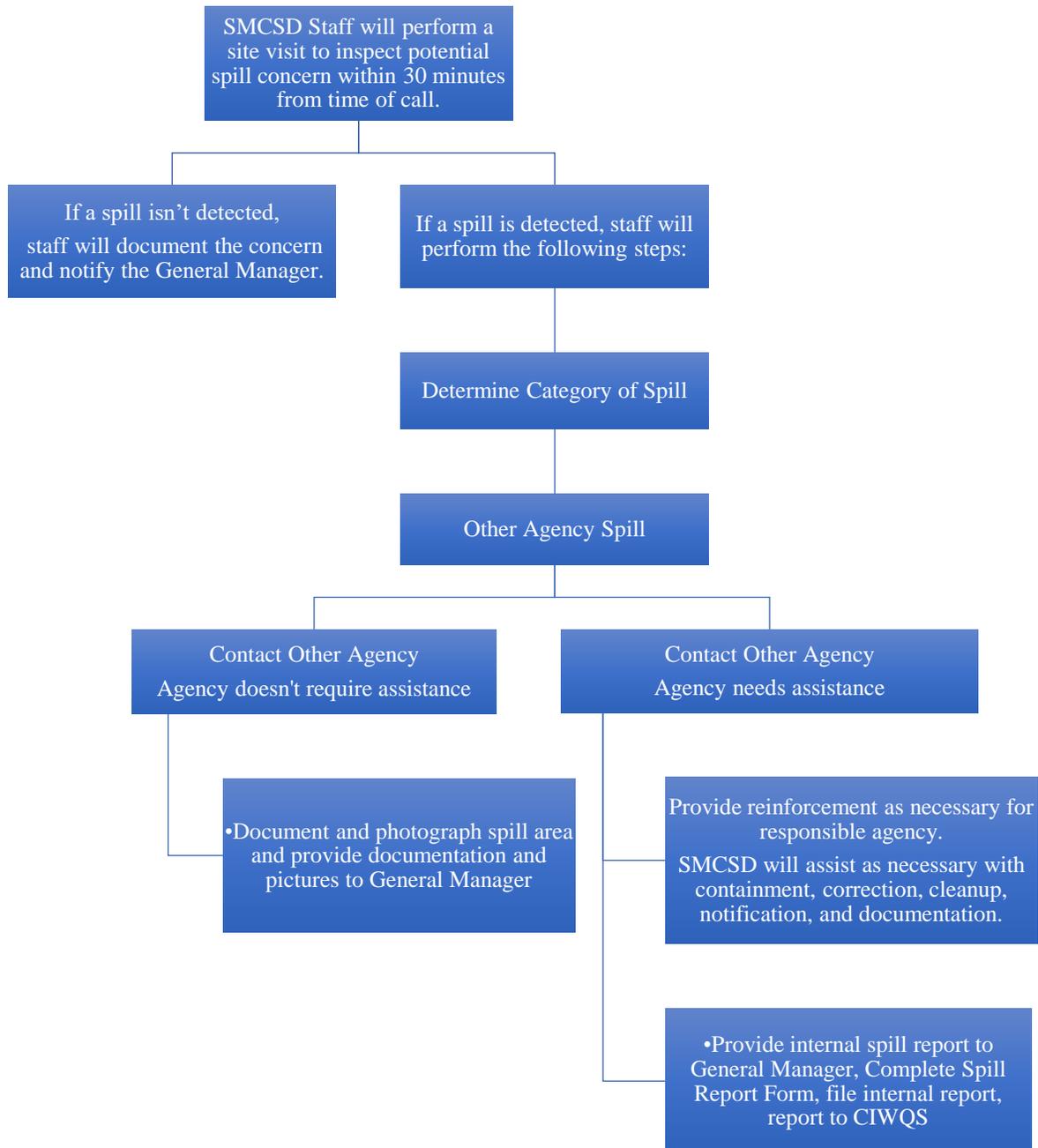


Private Lateral Sewer Discharge Procedures:





Other Agency Owned Sewer Discharge Procedures:





Contact List for San Miguel Community Services District:

Agency Name	Contact Name	Board Member Position	Address	City	State	Zip Code	Phone Number	Email Address
SMCSD	Ashley Sangster	President	PO Box 180	San Miguel	CA	93451	(805) 467-3388	tamara.parent@sanmiguelcsd.org
SMCSD	John Green	Vice President	PO Box 180	San Miguel	CA	93451	(805) 467-3388	tamara.parent@sanmiguelcsd.org
SMCSD	Brendin Beatty	Director	PO Box 180	San Miguel	CA	93451	(805) 467-3388	tamara.parent@sanmiguelcsd.org
SMCSD	Rod Smiley	Director	PO Box 180	San Miguel	CA	93451	(805) 467-3388	tamara.parent@sanmiguelcsd.org
SMCSD	Owen Davis	Director	PO Box 180	San Miguel	CA	93451	(805) 467-3388	tamara.parent@sanmiguelcsd.org
Agency Name	Contact Name	SMCSD Position	Address	City	State	Zip Code	Phone Number	Email Address
SMCSD	Kelly Dodds	General Manager (LRO)	PO Box 180	San Miguel	CA	93451	(805) 467-3388	kelly.dodds@sanmiguelcsd.org
SMCSD	Joe Martines	Field Operator Lead	PO Box 180	San Miguel	CA	93451	(805) 467-3388	joe.martines@sanmiguelcsd.org
SMCSD	Scott Young	Fire Chief	PO Box 180	San Miguel	CA	93451	(805) 467-3388	scott.young@sanmiguelcsd.org
SMCSD	Michelle Hido	Financial Officer	PO Box 180	San Miguel	CA	93451	(805) 467-3388	michelle.hido@sanmiguelcsd.org
SMCSD	Tamara Parent	Board Clerk	PO Box 180	San Miguel	CA	93451	(805) 467-3388	tamara.parent@sanmiguelcsd.org
SMCSD	Kindsay Valencia	Account Clerk	PO Box 180	San Miguel	CA	93451	(805) 467-3388	billing@sanmiguelcsd.org
Agency Name	Contact Name	Agency Position	Address	City	State	Zip Code	Phone Number	Email Address
City of Paso Robles	Emergency	Wastewater Contact	1000 Spring Street	Paso Robles	CA	93446	(805) 237-6464	UTLDirector@prcity.com
SLO County Health	Peter Hague	Director of Environmental Health	2156 Sierra Way, Suite B	San Luis Obispo	CA	93401	(805) 781-5544	ehs@co.slo.ca.us
SLO Fire Dept HAZMAT	Customer Service	Customer Service Rep	100 Cross Street	San Luis Obispo	CA	93401	(805) 543-4244	slu.reception@fire.ca.gov
SWRCB Region 3	Customer Service	Customer Service Rep	895 Aviation Blvd Suite 101	San Luis Obispo	CA	93401	(805) 549-3147	CentralCoast@waterboards.ca.gov
SLO County Sheriff (North)	Customer Service	Customer Service Rep	356 North Main Street	Templeton	CA	93465	(805) 434-4290	- - -
CAL - OES	Customer Service	Customer Service Rep	3650 Schriever Ave	Mather	CA	95655	(800) 852-7550	- - -
SLO County Agriculture	Customer Service	Customer Service Rep	2156 Sierra Way	San Luis Obispo	CA	93401	(805) 781-5910	AgCommSLO@co.slo.ca.us
CA Dept Fish & Game Region 4	Customer Service	Customer Service Rep	1234 E. Shaw Avenue	Fresno	CA	93710	(559) 243-4005 (831) 649-2817	reg4assistant@wildlife.ca.gov



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RESOLUTION NO. 2025-44

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE AUDIT
REPORT AND UPDATE TO THE DISTRICT'S SANITARY SEWER MANAGEMENT
PLAN (SSMP)**

WHEREAS, San Miguel Community Services District (“District”) has the responsibility to maintain and manage the communities public sanitary sewer collection system; and

WHEREAS, On May 2, 2006, the SWRCB adopted Water Quality Order No. 2006-0003-DWQ (herein after General WDR), requiring all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under this General WDR.; and

WHEREAS, the current SSMP was adopted by the District at the June 2018 SMCSD Board Meeting. As part of the SSMP, the District is required to conduct periodic internal audits. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District’s compliance with the SSMP requirements including identification of any deficiencies in the SSMP and steps to correct them. The District is required to report the results of the audits, along with recommendations and suggested improvements, to the RWQCB in its annual reports. Updates for the District’s SSMP should be completed as needed. The last SSMP Audit of the SSMP was completed in 2022; and

WHEREAS, the District Board of Directors authorized a contract with Engineered Utility Solutions (EUS) to prepare an audit of the existing SSMP and update the plan as required to meet current regulatory requirements; and

WHEREAS, EUS completed the audit of the existing SSMP and prepared a 2025 update of the subject plan as required by the SWRCB. The subject plan and audit have been reviewed by District staff and District Engineer and hereby recommended for approval by the District Board.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby:.

1. Accept and approve the audit of the existing SSMP, prepared by Engineered Utility Solutions (EUS); and
2. Adopt the updated SSMP, prepared by Engineered Utility Solutions (EUS).

Signatures on next page

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 ____ day of _____ 2025.

Kelly Dodds, General Manager

TBD, Board President

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Christina M. Pritchard, Deputy General Counsel

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 10.1

SUBJECT: Adoption of San Miguel CSD Board of Director regular meeting dates for calendar year 2026 by RESOLUTION 2025-47 (Pg. 192-194)

SUGGESTED ACTION: Review and approve RESOLUTION 2025-47 establishing regular board meeting dates for calendar year 2026

DISCUSSION:

The requirements of the District's Board of Director bylaws and State laws specify setting local agency meetings by elected boards, city councils, special districts and other agencies to with regular scheduled public meetings.

The proposed schedule and resolution are based on the District requirements to hold its monthly meetings on the fourth Thursday of each month, except in November and December 2026, when holidays affect those regular meeting dates.

The attached resolution will set the schedule for Calendar Year 2026 regular board meetings by date.

FISCAL IMPACT:

There are no anticipated cost above staff and legal time to provide this report to the Board as well as staff time to post the schedule as necessary.

PREPARED BY: Tamara Parent



RESOLUTION NO. 2025-47

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT ESTABLISHING
BOARD OF DIRECTOR REGULAR MEETING DATES AND TIMES FOR
2026 CALENDAR YEAR**

WHEREAS, San Miguel Community Services District (“SMCSD”) provides fire protection, water, wastewater, solid waste collection/disposal and street lighting/landscaping infrastructure and services within the district; and

WHEREAS, the SMCSD Board of Directors (“Board”) is required by District ordinance to hold and conduct regular monthly public business meetings and hereby determines its intent to establish calendar year dates and times for regular Board of Director meetings for 2026; and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt the 2026 Calendar for Regular Board of Director Meeting Agenda dates and times as set forth on Exhibit “A” attached hereto.

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 ____ day of _____ 2025.

Kelly Dodds, General Manager

TBD, Board President

ATTEST:

Tamara Parent, Board Clerk

APPROVED AS TO FORM:

Christina M. Pritchard, Deputy General Counsel

Attachments: **Exhibit A:** 2026 Calendar Year Board Meeting Dates



RESOLUTION 2025-XX

EXHIBIT "A" CALENDAR YEAR 2026

REGULAR BOARD OF DIRECTOR MEETING DATES AND TIMES

Meeting Times shall begin at **6 PM**, every **4th Thursday of each month**, unless otherwise noticed

THURSDAY - JANUARY 22, 2026

THURSDAY - FEBRUARY 26, 2026

THURSDAY - MARCH 26, 2026

THURSDAY - APRIL 23, 2026

THURSDAY - MAY 28, 2026

THURSDAY - JUNE 25, 2026

THURSDAY - JULY 23, 2026

THURSDAY - AUGUST 27, 2026

THURSDAY - SEPTEMBER 24, 2026

THURSDAY - OCTOBER 22, 2026

THURSDAY - NOVEMBER 19, 2026 **

THURSDAY - DECEMBER 17, 2026 **

** = This meeting date is not the regular 4th Thursday of the month due to conflict with the Thanksgiving and Christmas holidays.

Special Board meeting dates and times may be established or set by the Board of Directors pursuant to adopted Board policy and applicable procedures.

Adopted by Board action on December 18, 2025

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 10.2

SUBJECT: Monthly claim detail and investment reports for October 2025 (**Recommend receive and file claim detail and investment report by 3/5 vote**) (Pg. 195-234)

When ancillary reports are provided they are for reference only and are subject to change.

SUGGESTED ACTION:

Review, Receive and File the attached claim detail and investment reports.

When ancillary reports are provided they are for reference only and are subject to change.

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds



San Miguel Community Services District OCTOBER 2025 Financial Report

November 6th, 2025

BOARD ACTION: Review the enumeration of Financial Reports for October 2025

OCTOBER 2025 Revenue: \$265,650.17

Sales Revenue 75.9%, Property Taxes 10.7%, Franchise Fees 1.7%, Other 11.7%

OCTOBER 2025 Expenses: \$266,155.95

FIRE DEPT PROJECTS:

Fire Temporary Housing Unit

OCTOBER costs: \$0.00

Escrow amount used: \$277,144.78 (101.01% spent) Interfund Loan amount used: \$72,959.08 (91.2%)

Budget: \$274,378.95 (Res 2022-21,22) + \$80,000.00 (Res 2024-44)

Costs not paid through Escrow to date: \$28,272.68 Total THU Project costs to date: \$361,518.88

Status: In Process

Fire Station Remodel- Budget: none

OCTOBER costs: \$0.00

Project costs to date: \$5,771.56

Status: In Process

Resolution 2024-32 Office of Traffic Safety Grant- Budget: \$53,125.10 (reimbursed by Grant)

OCTOBER costs: \$0.00

Project costs to date: \$53,125.10 (100.0% spent)

Status: In Process – awaiting final Grant reimbursement

UTILITY DEPT PROJECTS:

WWTF Expansion Resolution 2021-20, 32, 2022-43, 2023-21- by SWRCB Order June 2018

OCTOBER costs: Permits, Engineering - \$4,000.00

Project costs to date: \$2,187,441.34

Status: In Process

WWTF Resolution 2021-33,34, 2023-21: Membrane Bioreactor- Budget: \$287,590.58/Project Budget:

\$8,309,288.94

OCTOBER costs: – \$0

Project costs to date: \$333,247.20

Status: In Process

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

OCTOBER costs: WSC Engineering - \$0.00

Project costs to date: \$246,500.00 (62.0% spent)

Status: In Process

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

OCTOBER costs: \$0

Project costs to date: \$58,098.00 (86% spent)

Status: In Process

**San Miguel Community Services District
OCTOBER 2025 Financial Report**

LEGAL SERVICES

Invoices: August 2025 services

2025/26 LEGAL EXPENSES TO DATE: \$73,372.00

BOARD MEETINGS:	\$ 2,242.00
CSD BOARD REQUESTS:	\$ 2,632.20
FIRE:	\$ 607.00
GENERAL CSD/ADMIN:	\$ 3,858.95
GENERAL HR AND HR CONTRACTS:	\$ 8,281.29
HR INVESTIGATION/ARBITRATION:	\$ -
PUBLIC RECORDS REQUESTS:	\$ 570.00
SEWER:	\$ 3,099.04
SOLID WASTE:	\$ -
STEINBECK:	\$ 42,368.61
WATER:	\$ 475.46
OTHER:	\$ 4,722.38

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

- Scheevel Engineering \$14,325.00 – WWTF Pond Evaluation
- Fluid Resource Management \$13,462.92 – Water Meter Replacement
- Water Systems Consulting \$7,394.75 – Alley Waterline Replacement
- USA Bluebook \$6,903.51 – Chlorine, Portable Sampler
- Ferguson Enterprises \$6,353.28 – Sprayfield Equipment

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

CalPERS (Employer costs only)	\$13,202.89
PG&E (Facilities & Lighting)	\$17,091.24
US Bank SMCSO Credit Cards	\$4,730.65
WEX Bank SMCSO District Vehicle Fuel	\$951.37

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

RECOMMENDATION:

Please Review these October 2025 SMCSO Financial Reports.

PREPARED BY:

Michelle Hido, Financial Officer

REVIEWED BY:

Kelly Dodds, General Manager

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11892	50566S	650 13 STARS MEDIA	147.79						
1	09/29/25	SMF ORDINANCE 01-2025 2ND	147.79			20 62000	393		10205
		2025-57930							
		Total for Vendor:	147.79						
11875	50567S	689 AMAZON CAPITOL SERVICES	139.87						
1	10/01/25	DEPOSIT BAGS, LABELS, MOUSE	37.77			20 62000	410		10205
		16Y3-KNP4-63JL							
2	10/01/25	DEPOSIT BAGS, LABELS, MOUSE	4.20			30 63000	410		10205
		16Y3-KNP4-63JL							
3	10/01/25	DEPOSIT BAGS, LABELS, MOUSE	39.16			40 64000	410		10205
		16Y3-KNP4-63JL							
4	10/01/25	DEPOSIT BAGS, LABELS, MOUSE	55.94			50 65000	410		10205
		16Y3-KNP4-63JL							
5	10/01/25	DEPOSIT BAGS, LABELS, MOUSE	2.80			60 66000	410		10205
		16Y3-KNP4-63JL							
		Total for Vendor:	139.87						
11878	50568S	743 API ATLAS PERFORMANCE	2,200.00						
1	10/03/25	OCT CSD OFFICE TRAILER RENTAL	110.00			30 63000	949		10205
		RI155506							
2	10/03/25	OCT CSD OFFICE TRAILER RENTAL	990.00			40 64000	949		10205
		RI155506							
3	10/03/25	OCT CSD OFFICE TRAILER RENTAL	990.00			50 65000	949		10205
		RI155506							
4	10/03/25	OCT CSD OFFICE TRAILER RENTAL	110.00			60 66000	949		10205
		RI155506							
		Total for Vendor:	2,200.00						
11900	-98613E	714 AT&T MOBILITY	280.79						
		FIRE CELL PHONES							
1	09/02/25	AUG FIRE CELL PHONE - SM FIRE	45.39			20 62000	465		10205
		09102025							
2	09/02/25	AUG FIRE CELL PHONE - YOUNG	50.44			20 62000	465		10205
		09102025							
3	09/02/25	AUG FIRE DISPATCH SERVICE PROG	184.96			20 62000	465		10205
		09102025							
		Total for Vendor:	280.79						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11890	50569S	622 BALDWIN ELECTRIC SERVICE	1,943.10						
1	09/28/25	MISSION LIFT STATION	1,943.10			40 64000	349		10205
847									
		Total for Vendor:	1,943.10						
11853	50570S	573 BURT INDUSTRIAL SUPPLY	267.00						
1	09/25/25	PIPE, MARKING PAINT	133.50			40 64000	353		10205
169479									
2	09/25/25	PIPE, MARKING PAINT	133.50			50 65000	353		10205
169479									
11854	50570S	573 BURT INDUSTRIAL SUPPLY	231.62						
1	10/06/25	FLANGE, CLO STD GALV N	231.62			40 64000	582		10205
170002									
11855	50570S	573 BURT INDUSTRIAL SUPPLY	258.16						
1	10/06/25	SPRAY FIELD EQIPT	258.16			40 64000	582		10205
169957									
11915	50591S	573 BURT INDUSTRIAL SUPPLY	682.56						
1	10/14/25	CLEAR HOSE, BARB, CLAMP	682.56			40 64000	582		10205
170436									
		Total for Vendor:	1,439.34						
11886	50571S	631 CALIFORNIA SCHOOL BOARDS	1,500.00						
		GASB AMM REPORT							
1	09/29/25	GASB Report 24/25 AMM REP	405.00			20 62000	325		10205
79003-V1J4Q2									
2	09/29/25	GASB Report 24/25 AMM REP	45.00			30 63000	325		10205
79003-V1J4Q2									
3	09/29/25	GASB Report 24/25 AMM REP	420.00			40 64000	325		10205
79003-V1J4Q2									
4	09/29/25	GASB Report 24/25 AMM REP	600.00			50 65000	325		10205
79003-V1J4Q2									
5	09/29/25	GASB Report 24/25 AMM REP	30.00			60 66000	325		10205
79003-V1J4Q2									
		Total for Vendor:	1,500.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11914	50592S	466 CALIFORNIA SPECIAL DISTRICTS	9,391.00						
		Membership Renewal Membership ID: 6172							
1	10/01/25	2026 Membership Renewal	2,535.57			20 62000	385		10205
6172-2026									
2	10/01/25	2026 Membership Renewal	281.73			30 63000	385		10205
6172-2026									
3	10/01/25	2026 Membership Renewal	2,629.48			40 64000	385		10205
6172-2026									
4	10/01/25	2026 Membership Renewal	3,756.40			50 65000	385		10205
6172-2026									
5	10/01/25	2026 Membership Renewal	187.82			60 66000	385		10205
6172-2026									
		Total for Vendor:	9,391.00						
11902	-98611E	712 CIO SOLUTIONS	193.31						
1	09/30/25	ADOBE ACROBAT LICENSING	96.65			40 64000	475		10205
123499-125									
2	09/30/25	ADOBE ACROBAT LICENSING	96.66			50 65000	475		10205
123499-125									
11903	-98610E	712 CIO SOLUTIONS	415.30						
1	09/30/25	UPS BATTERY REPLACEMENT	207.65*			40 64000	351		10205
123495-125									
2	09/30/25	UPS BATTERY REPLACEMENT	207.65*			50 65000	351		10205
123495-125									
11932	-98606E	712 CIO SOLUTIONS	3,182.40						
1	09/14/25	SEP IT SUPPORT CSD & BOD	817.53			20 62000	321		10205
123266-125									
2	09/14/25	SEP IT SUPPORT CSD & BOD	89.72			30 63000	321		10205
123266-125									
3	09/14/25	SEP IT SUPPORT CSD & BOD	868.02			40 64000	321		10205
123266-125									
4	09/14/25	SEP IT SUPPORT CSD & BOD	1,216.32			50 65000	321		10205
123266-125									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5	09/14/25	SEP IT SUPPORT CSD & BOD	59.81			60 66000	321		10205
123266-125									
6	09/14/25	SEP IT SUPPORT BOD SPLIT	6.63			20 62000	321		10205
123266-125									
7	09/14/25	SEP IT SUPPORT BOD SPLIT	1.17			30 63000	321		10205
123266-125									
8	09/14/25	SEP IT SUPPORT BOD SPLIT	14.26			40 64000	321		10205
123266-125									
9	09/14/25	SEP IT SUPPORT BOD SPLIT	17.77			50 65000	321		10205
123266-125									
10	09/14/25	SEP IT SUPPORT BOD SPLIT	1.17			60 66000	321		10205
123266-125									
11	09/14/25	SEP ER/FIRE PREVENTION	90.00			20 62000	321		10205
123266-125									
Total for Vendor:			3,791.01						
11911	50593S	15 CLEATH-HARRIS GEOLOGISTS, INC	2,587.50						
PRJ# 2969-2501		WELL SPECIFICATIONS FOR MW-2W							
1	10/09/25	NEW MONITORING WELLS	2,587.50			40 64000	587		10205
20250921									
Total for Vendor:			2,587.50						
11891	50572S	648 COUNTY OF SAN LUIS OBISPO- HAZARDOUS MATERIALS RESPONSE TEAM	2,210.00						
1	09/25/25	HAZARDOUS MAT RESPONSE TEAM	2,210.00			20 62000	710		10205
2025016									
Total for Vendor:			2,210.00						
11909	50594S	429 COUNTY OF SLO- ENV HEALTH	664.10						
1	10/07/25	CROSS CONNCTN SERV ADMIN	217.10			50 65000	362		10205
2	10/07/25	BACKFLOW PREVENTION	447.00			50 65000	362		10205
Total for Vendor:			664.10						
11889	-98620E	654 CULLIGAN WATER	26.05						
1	09/30/25	SEP WATER DELIVERY	13.02			40 64000	305		10205
560768									
2	09/30/25	SEP WATER DELIVERY	13.03			50 65000	305		10205
554071									
Total for Vendor:			26.05						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11857 1 6251457	50573S 09/25/25	109 FERGUSON ENTERPRISES SPRAYFIELD EQUIPT	4,244.36 4,244.36			40 64000	582		10205
11858 1 6251457-1	50573S 09/30/25	109 FERGUSON ENTERPRISES SPRAYFIELD EQUIPT	1,856.50 1,856.50			40 64000	582		10205
11859 1 6251457-2	50573S 09/30/25	109 FERGUSON ENTERPRISES SPRAYFIELD EQUIPT	40.06 40.06			40 64000	582		10205
11912 1 6271732	50595S 10/07/25	109 FERGUSON ENTERPRISES PSI SIDR 7 NSF	212.36 212.36			50 65000	353		10205
Total for Vendor:			6,353.28						
11881 1 W24922 2 W24922 3 W24922	50574S 09/26/25	401 FLUID RESOURCE MANAGEMENT PRODUCTION/WATER METER REPL	13,462.92 4,487.64*			50 65000	516		10205
	09/26/25	PRODUCTION/WATER METER REPL	4,487.64*			50 65000	517		10205
	09/26/25	PRODUCTION/WATER METER REPL	4,487.64*			50 65000	518		10205
Total for Vendor:			13,462.92						
11901 Acct #8054672818010412-5 Service from 06/22/25-07/21/25	-98612E	308 FRONTIER COMMUNICATIONS (412-5)	81.49						
FS/CSD ALARM 1	09/22/25	SEP FIRE STATION ALARM	81.49			20 62000	375		10205
11936 Acct #8054672818010412-5 Service from 10/22/25-11/21/25	-98605E	308 FRONTIER COMMUNICATIONS (412-5)	81.75						
FS/CSD ALARM 1	10/22/25	OCT FIRE STATION ALARM	81.75			20 62000	375		10205
Total for Vendor:			163.24						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11876	50575S	125 GREAT WESTERN ALARM	38.00						
		GW-661 Service Period: 9/2025							
1	10/01/25	OCT Alarm Monitoring	38.00			20 62000	380		10205
		250900545101							
11877	50575S	125 GREAT WESTERN ALARM	110.00						
		A0702 UTILITIES EMERGENCY Service Period: 10/2025							
1	10/01/25	OCT Answering Service	55.00			40 64000	380		10205
		250902242101							
2	10/01/25	OCT Answering Service	55.00			50 65000	380		10205
		250902242101							
		Total for Vendor:	148.00						
11904	-98609E	720 HERC RENTALS INC	951.24						
1	10/14/25	COLD MIX ASPHALT	475.62			40 64000	353		10205
		35989648-001							
2	10/14/25	COLD MIX ASPHALT	475.62			50 65000	353		10205
		35989648-001							
		Total for Vendor:	951.24						
11919	50596S	724 HYDROPRO SOLUTIONS WEST INC	2,766.71						
1	10/08/25	SPRAY FIELD FLOWMETER	2,766.71			40 64000	582		10205
		0004297							
		Total for Vendor:	2,766.71						
11872	50576S	553 MOSS, LEVY & HARTZHEIM LLP	2,000.00						
		Audit 2024/25							
1	09/30/25	Audit 2024/25	540.00			20 62000	323		10205
		I-9780							
2	09/30/25	Audit 2024/25	60.00			30 63000	323		10205
		I-9780							
3	09/30/25	Audit 2024/25	560.00			40 64000	323		10205
		I-9780							
4	09/30/25	Audit 2024/25	800.00			50 65000	323		10205
		I-9780							

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5 I-9780	09/30/25 Audit 2024/25		40.00			60 66000	323		10205
		Total for Vendor:	2,000.00						
11867 1 22122	50577S 10/03/25 SPRAYFIELD PARTS	17 N. REX AWALT CORPORATION	73.26 73.26			40 64000	582		10205
11888 1 22120	50577S 10/02/25 SPRAYFIELD PARTS	17 N. REX AWALT CORPORATION	497.64 497.64			40 64000	582		10205
		Total for Vendor:	570.90						
11907 1 324659 2 324659	-98608E 09/29/25 HOSE CLAMP, FUEL LINE 09/29/25 HOSE CLAMP, FUEL LINE	182 NAPA AUTO PARTS	4.14 2.07* 2.07*			40 64000 50 65000	351 351		10205 10205
		Total for Vendor:	4.14						
11861 1 2504901	50578S 08/03/25 ROUTINE (WEEKLY) GEOTRACKER	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY) GEOTRACKER	50.00 50.00			40 64000	355		10205
11862 1 2508826	50578S 10/02/25 ROUTINE (WEEKLY)	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY)	27.00 27.00			40 64000	355		10205
11863 1 2508625	50578S 10/02/25 ROUTINE WEEKLY- FOUTH	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY- FOUTH	124.00 124.00			50 65000	358		10205
11864 1 2508170	50578S 10/01/25 ROUTINE (WWTF SEPTAGE)	45 OILFIELD ENVIRONMENTAL & ROUTINE (WWTF SEPTAGE)	353.00 353.00			40 64000	355		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11865 1 2508626	50578S 09/25/25	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY)	27.00 27.00			40 64000	355		10205
11866 1 2506914	50578S 09/28/25	45 OILFIELD ENVIRONMENTAL & ROUTINE (WWTF SEPTAGE)	1,314.50 1,314.50			40 64000	355		10205
11916 1 2509046	50597S 10/13/25	45 OILFIELD ENVIRONMENTAL & ROUTINE MONTHLY/WEEKLY	308.50 308.50			50 65000	358		10205
11917 1 2509083	50597S 10/12/25	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY)	27.00 27.00			40 64000	355		10205
11918 1 2508823	50597S 10/12/25	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY- FIFTH	41.00 41.00			50 65000	358		10205
Total for Vendor:			2,272.00						
11963 1 2	-98598E 10/31/25 10/31/25	59 PAYA SERVICES, INC NSF FEES FOR RETURNED PAYMENTS, CUSTOMER PAID FEE ROJAS, VILLARRUEL, FUENTES, LOPEZ NSF FEES, CUSTMR PD FEE NSF FEES, CUSTMR PD FEE	60.00 30.00 30.00			40 64000 50 65000	925 925		10205 10205
Total for Vendor:			60.00						
11938 Acct #	-98603E 8565976480-8	208 PG&E #6480-8	1,230.60						
1	10/21/25	12th & K 8565976725	10.63			30 63000	381		10205
2	10/21/25	11TH STREET - 8562053214	51.11			30 63000	381		10205
3	10/21/25	RIO MESA CIR - 8564394360	25.30			30 63000	381		10205
5	10/21/25	MISSION/14TH - 8569413449	29.83			30 63000	381		10205
6	10/21/25	VERDE/RIO MESA - 8560673934	63.23			30 63000	381		10205
7	10/21/25	Mission Heights - 8565976482	184.51			30 63000	381		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	10/21/25	MISSION S. 14TH - 8561483265	14.91			30 63000	381		10205
9	10/21/25	Tract 2605 - 8565976109	39.55			30 63000	381		10205
10	10/21/25	9898 River Rd. - 8565976002	383.77			30 63000	381		10205
11	10/21/25	9898 River Rd. - 8565976004	47.92			30 63000	381		10205
12	10/21/25	9898 River Rd. - 8565976008	223.54			30 63000	381		10205
13	10/21/25	9898 River Rd. - 8565976014	69.39			30 63000	381		10205
14	10/21/25	9898 River Rd. - 8565976481	57.10			30 63000	381		10205
15	10/21/25	9898 River Rd. - 8565976483	19.83			30 63000	381		10205
16	10/21/25	9898 River Rd. - 8564493469	0.00			30 63000	381		10205
17	10/21/25	9898 River Rd. - 8566057583	2.22			30 63000	381		10205
18	10/21/25	9898 River Rd. - 8567190874	7.76			30 63000	381		10205
19	10/21/25	9898 River Rd. - 8567609307	0.00			30 63000	381		10205
20	10/21/25	9898 River Rd. - 8567804810	0.00			30 63000	381		10205
Total for Vendor:			1,230.60						
11937	-98604E	209 PG&E #6851-8	15,860.64						
Acct #3675186851-8									
1	10/21/25	Old Fire Station/1297 L St	-32.00			20 62000	381		10205
2	10/21/25	Fire Station/1150 Mission	-48.37			20 62000	381		10205
3	10/21/25	Water Works #1/Well 3	3,290.87			50 65000	381		10205
4	10/21/25	Bonita Pl & 16th/Well 4	2,884.89			50 65000	381		10205
5	10/21/25	N St/WWTF	9,114.13			40 64000	381		10205
6	10/21/25	2HP Booster Station	-40.85			50 65000	381		10205
7	10/21/25	Mission Heights Booster	-48.37			50 65000	381		10205
8	10/21/25	14th St. & K St.	48.45			50 65000	381		10205
9	10/21/25	942 Soka Way lift station	42.12			40 64000	379		10205
10	10/21/25	Missn&12th Landscape-St light	116.12			30 63000	381		10205
11	10/21/25	SLT Well	533.65			50 65000	381		10205
Total for Vendor:			15,860.64						
11868	50579S	585 PRW STEEL SUPPLY	202.79						
1	09/18/25	12 GA SHEET, ANGLE	202.79			40 64000	349		10205
446308									
Total for Vendor:			202.79						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11874 1 2081	50580S 09/30/25	25 QUEST PLANNING, INC WWTF PERMIT ASSISTANCE	1,412.50 1,412.50			40 64000	587	20001	10205
		Total for Vendor:	1,412.50						
11879 1 7441	50581S 09/02/25	82 RENEWELL FLEET SERVICE E8668 PUMP TESTING VAC	850.00 850.00			20 62000	351		10205
		Total for Vendor:	850.00						
11910 1 78781 2 78781 3 78781 4 78781 5 78781	50598S 09/30/25 09/30/25 09/30/25 09/30/25 09/30/25	70 RODGERS, ANDERSON, MALODY & CPA YE REPORTS/AUDIT CPA YE REPORTS/AUDIT CPA YE REPORTS/AUDIT CPA YE REPORTS/AUDIT CPA YE REPORTS/AUDIT	5,850.00 1,579.50 175.50 1,638.00 2,340.00 117.00			20 62000 30 63000 40 64000 50 65000 60 66000	325 325 325 325		10205 10205 10205 10205 10205
		Total for Vendor:	5,850.00						
11913 SEP 2025	50599S	481 SAN MIGUEL COMMUNITY SERVICES DISTRICT WATER USE	1,067.60						
1 2 3 4 5 6 7 8 9 10	10/15/25 10/15/25 10/15/25 10/15/25 10/15/25 10/15/25 10/15/25 10/15/25 10/15/25 10/15/25	1150 MISSION ST SMFD 1004-00 1150 MISSION BACKFLOW 1004B-00 1140 MISSION ST THU 1001-00 1765 BONITA PL CSD 27475-00 8687 MARTNZ DR SLT WELL 21101 942 SOKA WAY 20840-00 1581 BONITA PL - WELL 4 15034 610 12TH ST - WELL 3 1102-00 1199 MISSION IRIG MTR 27476-00 1203 MISSION IRIG MTR 20547-00	140.42 2.00 140.42 52.04 96.64 40.96 66.44 48.32 123.19 357.17			20 62000 20 62000 20 62000 40 64000 50 65000 40 64000 50 65000 50 65000 30 63000 30 63000	384 384 384 384 384 384 384 384 384 384		10205 10205 10205 10205 10205 10205 10205 10205 10205 10205
		Total for Vendor:	1,067.60						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11860	50582S	238 SAN MIGUEL GARBAGE	119.31						
ACCT#	318691								
1	10/01/25	SEP 2025	59.65			40 64000	383		10205
100125									
2	10/01/25	SEP 2025	59.66			50 65000	383		10205
100125									
		Total for Vendor:	119.31						
11887	50583S	731 SAN MIGUEL SENIORS CENTER	200.00						
SEPT 9		SPECIAL MEETING @ SMS							
1	09/29/25	SEP 25 SPECIAL MEETING 4.0 HRS	54.00			20 62000	341		10205
2	09/29/25	SEP 25 SPECIAL MEETING 4.0 HRS	6.00			30 63000	341		10205
3	09/29/25	SEP 25 SPECIAL MEETING 4.0 HRS	56.00			40 64000	341		10205
4	09/29/25	SEP 25 SPECIAL MEETING 4.0 HRS	80.00			50 65000	341		10205
5	09/29/25	SEP 25 SPECIAL MEETING 4.0 HRS	4.00			60 66000	341		10205
		Total for Vendor:	200.00						
11871	50584S	85 SCHEEVEL ENGINEERING	14,325.00						
1	10/04/25	WWTF POND EVAL 2025-36	14,325.00*			40 64000	584		10205
1687									
		Total for Vendor:	14,325.00						
11920	-98607E	657 SOCALGAS	62.79						
1	10/01/25	OCT LIFT STATION 942 SOKA WAY	20.20			40 64000	396		10205
2	10/01/25	OCT SLT WELL 8687 MARTINEZ	15.78			50 65000	396		10205
3	10/01/25	OCT WELL 3 NAT.GAS610 12TH	26.81			50 65000	396		10205
		Total for Vendor:	62.79						
11893	-98619E	67 SPECTRUM/CHARTER COMMUNICATIONS	5,348.98						
Acct#	212691601								
		Spectrum Enterprise Internet							
		Service 10/01/25 - 10/30/25							
1	10/01/25	OCT LIFT STATION SOKA WAY	120.00			40 64000	375		10205
212691601100125									
2	10/01/25	OCT WWTF FIBER	190.75			30 63000	375		10205
212691601100125									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	10/01/25	OCT WWTF FIBER	1,716.79			40 64000	375		10205
212691601100125									
4	10/01/25	OCT WWTF FIBER	1,716.79			50 65000	375		10205
212691601100125									
5	10/01/25	OCT WWTF FIBER	190.75			60 66000	375		10205
212691601100125									
6	10/01/25	OCT FIRE STATION RING CENTRAL	517.28			20 62000	375		10205
212691601100125									
7	10/01/25	OCT .65M TANK	896.62			50 65000	375		10205
212691601100125									
11894	-98618E	67 SPECTRUM/CHARTER COMMUNICATIONS	129.99						
Acct# 8245	10 105	0027311							
Spectrum Business Internet/Voice									
Service 10/11/25- 11/10/25									
1	10/07/25	FIRE OCT INTERNET/VOICE	129.99			20 62000	375		10205
170616101100725									
Total for Vendor:			5,478.97						
11895	50585S	43 STERICYCLE, INC	84.12						
1	09/30/25	SHRED CONTAINER	4.21			30 63000	305		10205
8011744084									
2	09/30/25	SHRED CONTAINER	37.86			40 64000	305		10205
8011744084									
3	09/30/25	SHRED CONTAINER	37.85			50 65000	305		10205
8011744084									
4	09/30/25	SHRED CONTAINER	4.20			60 66000	305		10205
8011744084									
11961	-98599E	43 STERICYCLE, INC	84.12						
1	10/18/25	SHRED CONTAINER	4.21			30 63000	305		10205
8012338334									
2	10/18/25	SHRED CONTAINER	37.86			40 64000	305		10205
8012338334									
3	10/18/25	SHRED CONTAINER	37.85			50 65000	305		10205
8012338334									
4	10/18/25	SHRED CONTAINER	4.20			60 66000	305		10205
8012338334									
Total for Vendor:			168.24						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11873	50586S	378 SWIFT TECTONICS, INC. SIDEWALK REPAIR 11TH ST	3,780.00						
1	09/30/25	SIDEWALK REPAIR 11TH ST	3,780.00			50 65000	353		10205
7085									
		Total for Vendor:	3,780.00						
11940	-98601E	301 US BANK KD STATEMENT DATE 10/22/2025	3,326.95						
1	09/23/25	WELL SUPPLY- PVC KD OCT 25	188.44			40 64000	582		10205
2	09/25/25	ONSET- WATER LEVEL, CABLE KD OCT 25	1,051.09			40 64000	582		10205
3	09/26/25	IRRIGATION KING- SPRINKLER KD OCT 25	836.55			40 64000	582		10205
4	10/09/25	LOWES- BATTEREIES, TRIMER KD OCT 25	50.55			40 64000	305		10205
5	10/09/25	LOWES- BATTEREIES, TRIMER KD OCT 25	50.56			50 65000	305		10205
6	09/25/25	LOWES- 5 GAL SAFETY GAS KD OCT 25	76.10			40 64000	305		10205
7	09/25/25	LOWES- 5 GAL SAFETY GAS KD OCT 25	76.11			50 65000	350		10205
8	10/09/25	LESLIES POOL- RAKE, POLES KD OCT 25	159.83			40 64000	582		10205
9	10/09/25	DISC TIRES- TRAILER TIRES KD OCT 25	418.86*			40 64000	351		10205
10	10/09/25	DISC TIRES- TRAILER TIRES KD OCT 25	418.86*			50 65000	351		10205
11941	-98600E	301 US BANK SY STATEMENT DATE 10/22/25	1,403.70						
1	09/23/25	WESTERN JANITORIAL CLEANING SU SY OCT 25	120.24			20 62000	305		10205
2	09/23/25	BLAKES- SPREDER, ADHES, PAINT SY OCT 25	50.58			20 62000	305		10205
3	10/06/25	AMZ- CAVIWIPES SY OCT 25	41.77			20 62000	450		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	10/06/25	AMZ- DISINFECTING WIPES	64.30			20 62000	450		10205
SY OCT 25									
5	09/23/25	ENDEVOR BUSINESS- FIRE 1onONE	520.00			20 62000	340		10205
SY OCT 25									
6	10/17/25	CURTIS-STRUCTURAL GLOVES	582.84			20 62000	470		10205
SY OCT 25									
7	10/20/25	USPS- RETURNS	23.97			20 62000	315		10205
SY OCT 25									
		Total for Vendor:	4,730.65						
11905	50600S	303 USA BLUEBOOK	3,837.63						
1	10/09/25	CHLORINE DRY	913.37			50 65000	356		10205
INV00852724									
2	10/09/25	CHLORINE DRY	913.37			50 65000	357		10205
INV00852724									
3	10/09/25	CHLORINE DRY	913.37			50 65000	358		10205
INV00852724									
4	10/09/25	HACH PH BUFFER	58.77			40 64000	355		10205
INV00852724									
5	10/09/25	SPILL KIT	519.37			40 64000	348		10205
INV00852724									
6	10/09/25	SPILL KIT	519.38			50 65000	348		10205
INV00852724									
11906	50600S	303 USA BLUEBOOK	3,065.88						
1	10/16/25	COMPOSITE PORTABLE SAMPLER	3,065.88*			40 64000	351		10205
INV00858886									
		Total for Vendor:	6,903.51						
11880	50587S	327 VALLI INFORMATION SYSTEMS	827.25						
AUG BILLING									
1	09/24/25	SEP WEB POSTING, POSTAGE	240.73			40 64000	374		10205
102095									
2	09/24/25	SEP WEB POSTING, POSTAGE	240.73			50 65000	374		10205
102095									
3	08/29/25	SEP PRINTING	96.39			40 64000	374		10205
102095									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4 102095	08/29/25 SEP PRINTING		96.40			50 65000	374		10205
5 102526	09/24/25 PRINTED INSERT FOOD RECYCLING		153.00			60 66000	395		10205
Total for Vendor:			827.25						
11939	-98602E	511 VERIZON	332.08						
TABLETS: UTILITIES x4 CELL PHONE: TMP, MS, TP, KD, DP									
9/09/25 -10/08/25									
1 6120520787	08/08/25 SEP UTILITIES CELL PHONES X7		13.59			30 63000	465		10205
2 6120520787	08/08/25 SEP UTILITIES CELL PHONES X7		122.57			40 64000	465		10205
3 6120520787	08/08/25 SEP UTILITIES CELL PHONES X7		122.27			50 65000	465		10205
4 6120520787	08/08/25 SEP UTILITIES CELL PHONES X7		13.59			60 66000	465		10205
6 6120520787	08/08/25 SEP UTILITIES TABLETS X3		1.50			30 63000	465		10205
7 6120520787	08/08/25 SEP UTILITIES TABLETS X3		13.53			40 64000	465		10205
8 6120520787	08/08/25 SEP UTILITIES TABLETS X3		13.53			50 65000	465		10205
9 6120520787	08/08/25 SEP UTILITIES TABLETS X3		1.50			60 66000	465		10205
10 6120520787	08/08/25 SEP 4GB DATA PLAN		1.50			30 63000	465		10205
11 6120520787	08/08/25 SEP 4GB DATA PLAN		13.50			40 64000	465		10205
12 6120520787	08/08/25 SEP 4GB DATA PLAN		13.50			50 65000	465		10205
13 6120520787	08/08/25 SEP 4GB DATA PLAN		1.50			60 66000	465		10205
Total for Vendor:			332.08						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11856	50588S	310 VIBORG SAND & GRAVEL, INC.	874.78						
1	10/07/25	FILL SAND - SPRAY FIELD	874.78			40 64000	582		10205
53535									
		Total for Vendor:	874.78						
11869	50589S	717 WATER SYSTEMS CONSULTING, INC	750.50						
PRJ 2295-12110									
1	06/30/25	ALLEY WATERLINE REPLACEMENT	750.50			50 65000	326		10205
11236	PRJ 2295-12110								
11870	50589S	717 WATER SYSTEMS CONSULTING, INC	6,644.25						
PRJ 2295-12110									
1	05/31/25	ALLEY WATERLINE REPLACEMENT	6,644.25			50 65000	326		10205
11104	PRJ 2295-12110								
		Total for Vendor:	7,394.75						
11899	-98614E	612 WEX BANK	951.37						
		FUEL BILL CLOSING DATE: 10/07/25							
1	10/07/25	FUEL 8600 SEPT	167.45			20 62000	485		10205
107277056									
2	10/07/25	FUEL 8601 SEPT	0.00			20 62000	485		10205
107277056									
3	10/07/25	FUEL 8668 SEPT	0.00			20 62000	485		10205
107277056									
4	10/07/25	FUEL OES	0.00			20 62000	307		10205
107277056									
5	10/07/25	FUEL U8632 SEPT	332.36			40 64000	485		10205
107277056									
8	10/07/25	FUEL U8632 SEPT	332.37			50 65000	485		10205
107277056									
9	10/07/25	FUEL U8634 SEPT	0.00			40 64000	485		10205
107277056									
10	10/07/25	FUEL U8634 SEPT	0.00			50 65000	485		10205
107277056									
11	10/07/25	FUEL U8636 SEPT	59.59			50 65000	485		10205
107277056									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12	10/07/25	FUEL U8636 SEPT	59.60			40 64000	485		10205
	107277056								
13	10/07/25	REBATE ADJUSTMENT	0.00			20 62000	485		10205
	107277056								
14	10/07/25	REBATE ADJUSTMENT	0.00			40 64000	485		10205
	107277056								
15	10/07/25	REBATE ADJUSTMENT	0.00			50 65000	485		10205
	107277056								
Total for Vendor:			951.37						
11882	50590S	473 WHITE BRENNER LLP	7,932.17						
		FOR LEGAL SERVICES AUG 2025							
1		AUG SOLID WASTE LEGAL	0.00			60 66000	327		10205
2	09/23/25	AUG REAL ESTATE/LAND USE	64.78			40 64000	327		10205
	53419	SEP							
3		AUG WATER LEGAL	0.00			40 64000	327		10205
4		AUG WATER LEGAL	0.00			50 65000	327		10205
5	09/23/25	AUG STEINBECK V SLO	1,869.70*			50 65000	332		10205
	53413	SEP							
6		AUG FIRE LEGAL	0.00*			20 62000	327		10205
7	09/23/25	AUG SEWER LEGAL	1,068.87			40 64000	327		10205
	53415	SEP							
8		AUG SEWER LEGAL	0.00			50 65000	327		10205
9	09/23/25	AUG SEIU MOU LEGAL	58.12			40 64000	331		10205
	53414	SEP							
10	09/23/25	AUG SEIU MOU LEGAL	58.12			50 65000	331		10205
	53414	SEP							
11	09/23/25	AUG CONTRACTS	485.85			40 64000	327		10205
	53417	SEP							
12		AUG SEIU MOU LEGAL	0.00			50 65000	331		10205
13	09/23/25	AUG HR LEGAL	474.00*			20 62000	333		10205
	53418	SEP							
14		AUG HR LEGAL	0.00			30 63000	333		10205
15	09/23/25	AUG HR LEGAL	135.49			40 64000	333		10205
	53418	SEP							
16	09/23/25	AUG HR LEGAL	135.49			50 65000	333		10205
	53418	SEP							

* ... Over spent expenditure

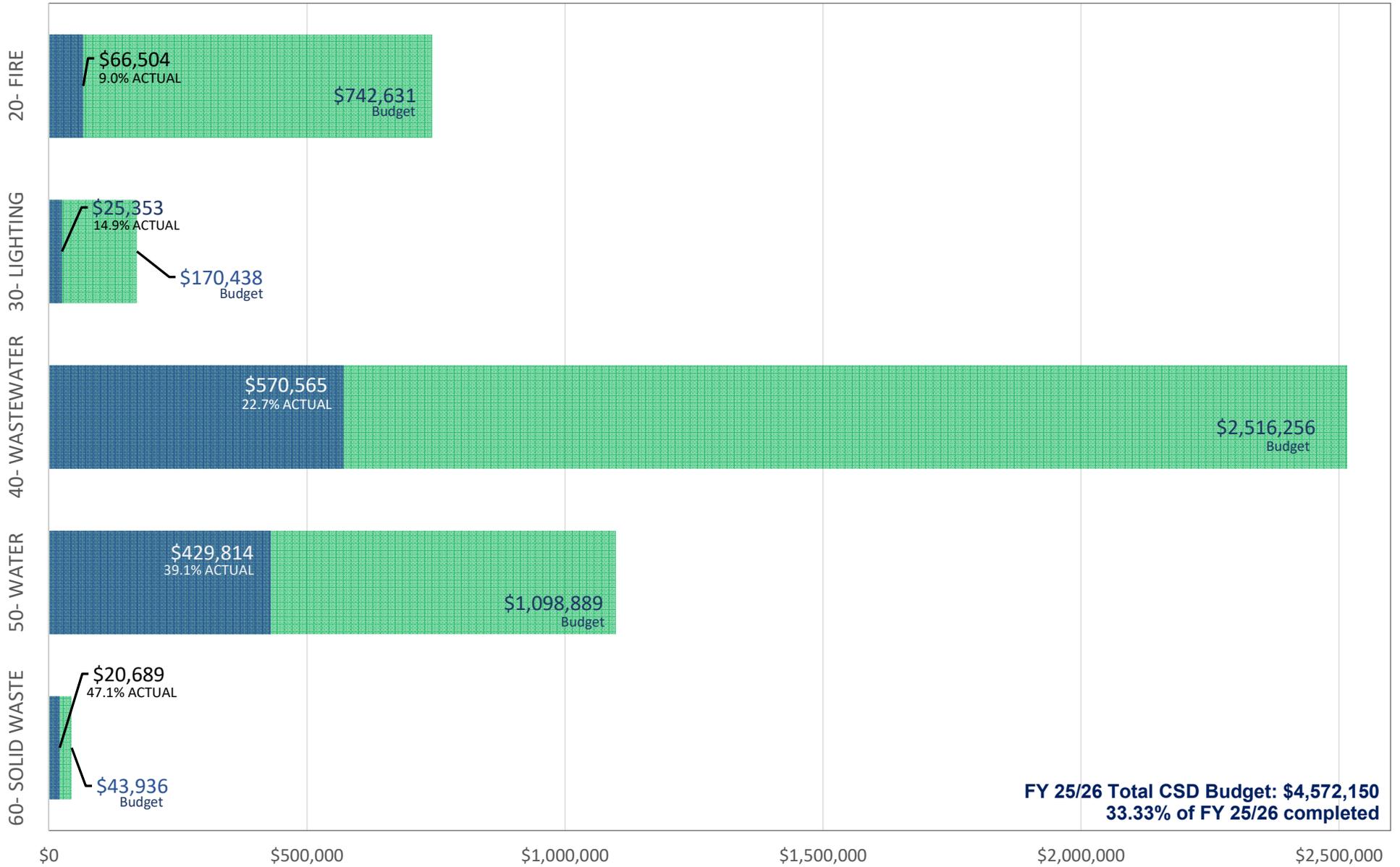
Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
17		AUG HR LEGAL	0.00			60 66000	333		10205
18	09/23/25	AUG GENERAL LEGAL - ADMIN	772.10*			20 62000	327		10205
53412	SEP								
19	09/23/25	AUG GENERAL LEGAL - ADMIN	72.62			30 63000	327		10205
53412	SEP								
20	09/23/25	AUG GENERAL LEGAL - ADMIN	1,045.66			40 64000	327		10205
53412	SEP								
21	09/23/25	AUG GENERAL LEGAL - ADMIN	1,031.13			50 65000	327		10205
53412	SEP								
22	09/23/25	AUG GENERAL LEGAL - ADMIN	58.09			60 66000	327		10205
53412	SEP								
23	09/23/25	AUG BOARD MEMBER REQUESTS	209.84*			20 62000	327		10205
53420	SEP								
24	09/23/25	AUG BOARD MEMBER REQUESTS	2.07			30 63000	327		10205
53420	SEP								
25	09/23/25	AUG BOARD MEMBER REQUESTS	29.75			40 64000	327		10205
53420	SEP								
26	09/23/25	AUG BOARD MEMBER REQUESTS	29.34			50 65000	327		10205
53420	SEP								
27	09/23/25	AUG BOARD MEMBER REQUESTS	1.65			60 66000	327		10205
53420	SEP								
28		AUG LABOR & EMPLOYMENT	0.00			40 64000	331		10205
29		AUG LABOR & EMPLOYMENT	0.00			50 65000	331		10205
30	09/23/25	AUG LITIGATION	69.96*			20 62000	327		10205
53416	SEP								
31	09/23/25	AUG LITIGATION	7.29			30 63000	327		10205
53416	SEP								
32	09/23/25	AUG LITIGATION	104.93			40 64000	327		10205
53416	SEP								
33	09/23/25	AUG LITIGATION	103.49			50 65000	327		10205
53416	SEP								
34	09/23/25	AUG LITIGATION	5.83			60 66000	327		10205
53416	SEP								
35	09/23/25	AUG PRA	38.00*			20 62000	319		10205
53412	SEP								
36		AUG PRA	0.00			30 63000	319		10205
37		AUG PRA	0.00			40 64000	319		10205

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
38	AUG PRA		0.00			50 65000	319		10205
39	AUG PRA		0.00			60 66000	319		10205
Total for Vendor:			7,932.17						
# of Claims			70	Total:	135,627.98	# of Vendors	32		
Total Electronic Claims				34,007.69					
Total Non-Electronic Claims				101620.29					

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10205 OPERATING CASH - 5 STAR	13,740.61
30 STREET LIGHTING DEPARTMENT	
10205 OPERATING CASH - 5 STAR	2,898.14
40 WASTEWATER DEPARTMENT	
10205 OPERATING CASH - 5 STAR	63,562.65
50 WATER DEPARTMENT	
10205 OPERATING CASH - 5 STAR	54,439.67
60 SOLID WASTE DEPARTMENT	
10205 OPERATING CASH - 5 STAR	986.91
Total:	135,627.98

P10 2025 San Miguel CSD Revenue Actual vs Budget

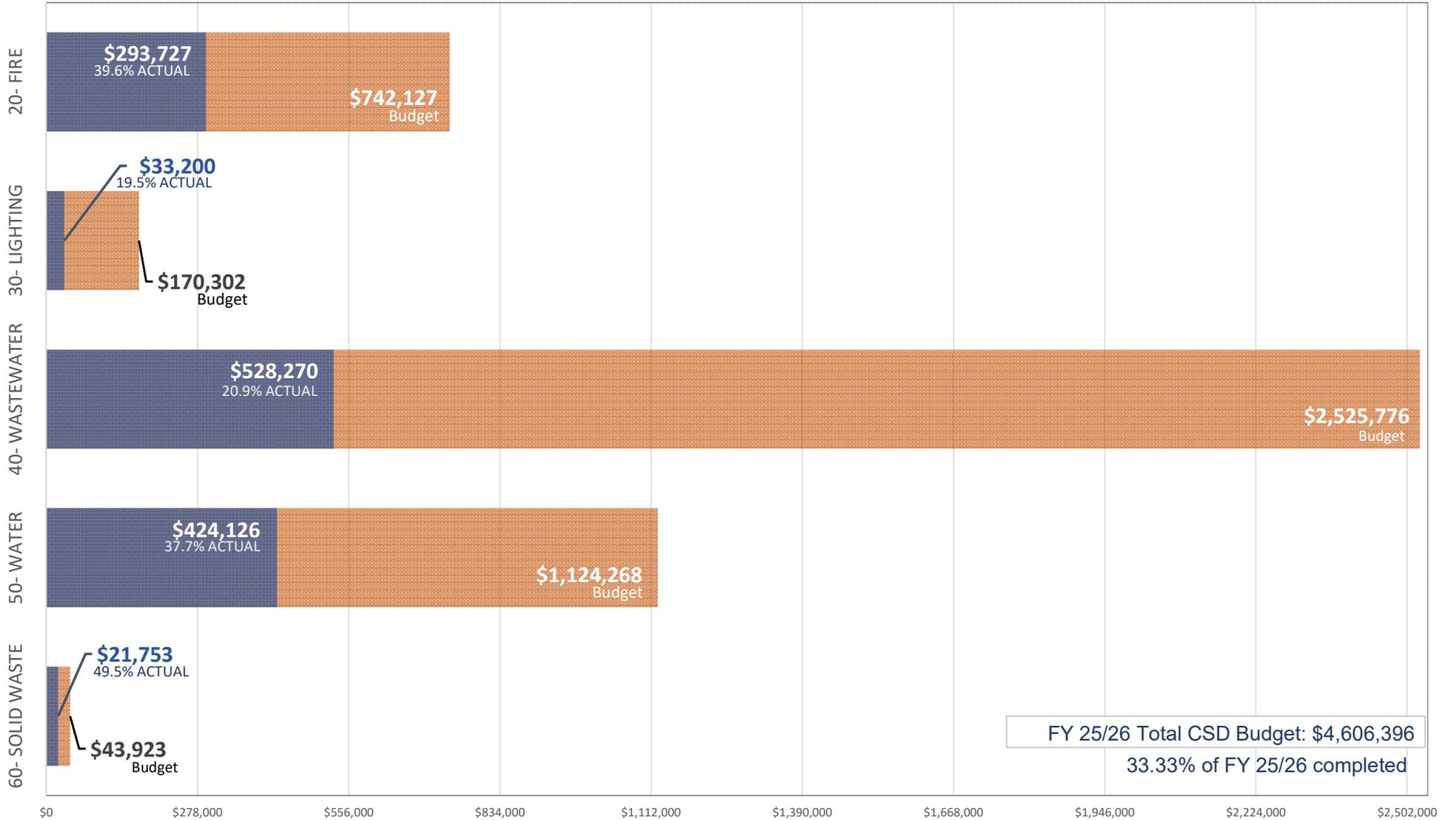


Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40300	Fireworks Permit Fees	0.00	0.00	4,346.00	4,346.00	0 %
40320	Fire Impact Fees	0.00	0.00	3,000.00	3,000.00	0 %
40420	Ambulance Reimbursement	0.00	1,425.33	4,500.00	3,074.67	32 %
40500	State Fire Grants	0.00	19,867.70	73,000.00	53,132.30	27 %
	Account Group Total:	0.00	21,293.03	84,846.00	63,552.97	25 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	19,383.46	34,127.53	551,760.00	517,632.47	6 %
	Account Group Total:	19,383.46	34,127.53	551,760.00	517,632.47	6 %
46000	Interest Revenue					
46000	Interest Revenue	2,161.21	8,462.44	0.00	-8,462.44	%
46012	Fire Transfers from Cap Reserve	0.00	0.00	102,025.00	102,025.00	0 %
46151	Refund/Adjustments	0.00	72.74	0.00	-72.74	%
46153	Plan Check Fees and Inspections	0.00	2,548.50	4,000.00	1,451.50	64 %
	Account Group Total:	2,161.21	11,083.68	106,025.00	94,941.32	10 %
	Fund Total:	21,544.67	66,504.24	742,631.00	676,126.76	9 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	5,966.73	10,487.63	170,438.00	159,950.37	6 %
	Account Group Total:	5,966.73	10,487.63	170,438.00	159,950.37	6 %
46000	Interest Revenue					
46000	Interest Revenue	1,340.89	12,699.92	0.00	-12,699.92	%
46100	Realized Earnings	-245.45	2,007.70	0.00	-2,007.70	%
46150	Miscellaneous Income	0.00	150.00	0.00	-150.00	%
46151	Refund/Adjustments	0.00	8.08	0.00	-8.08	%
	Account Group Total:	1,095.44	14,865.70	0.00	-14,865.70	%
	Fund Total:	7,062.17	25,353.33	170,438.00	145,084.67	15 %
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	0.00	18,418.02	0.00	-18,418.02	%
40900	Wastewater Sales	100,024.33	402,676.21	1,266,778.00	864,101.79	32 %
40901	Riverzone Surcharge	1,551.70	6,206.80	18,388.00	12,181.20	34 %
40910	Wastewater Late Charges	2,245.66	7,572.72	0.00	-7,572.72	%
	Account Group Total:	103,821.69	434,873.75	1,285,166.00	850,292.25	34 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	3,022.27	6,104.80	86,090.00	79,985.20	7 %
	Account Group Total:	3,022.27	6,104.80	86,090.00	79,985.20	7 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
46000	Interest Revenue					
46000	Interest Revenue	12,926.93	50,606.52	0.00	-50,606.52	%
46003	CWSRF Grants	0.00	0.00	400,000.00	400,000.00	0 %
46014	Wastewater Transfers from Cap Reserve	0.00	0.00	600,000.00	600,000.00	0 %
46100	Realized Earnings	-328.04	4,479.17	0.00	-4,479.17	%
46151	Refund/Adjustments	13,371.29	14,336.09	0.00	-14,336.09	%
46200	Wastewater Receiving	0.00	60,165.00	145,000.00	84,835.00	41 %
	Account Group Total:	25,970.18	129,586.78	1,145,000.00	1,015,413.22	11 %
	Fund Total:	132,814.14	570,565.33	2,516,256.00	1,945,690.67	23 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	95,527.29	393,954.78	1,033,489.00	639,534.22	38 %
41001	Water Connection Fees	0.00	18,381.73	0.00	-18,381.73	%
41003	Water Surcharge	45.00	180.00	400.00	220.00	45 %
41005	Water Late Charges	2,312.04	7,388.43	0.00	-7,388.43	%
41010	Water Meter Fees	0.00	966.00	0.00	-966.00	%
	Account Group Total:	97,884.33	420,870.94	1,033,889.00	613,018.06	41 %
46000	Interest Revenue					
46000	Interest Revenue	1,272.51	8,512.16	0.00	-8,512.16	%
46015	Water Transfers from Cap Reserve	0.00	0.00	65,000.00	65,000.00	0 %
46100	Realized Earnings	79.20	323.40	0.00	-323.40	%
46151	Refund/Adjustments	0.00	107.77	0.00	-107.77	%
	Account Group Total:	1,351.71	8,943.33	65,000.00	56,056.67	14 %
	Fund Total:	99,236.04	429,814.27	1,098,889.00	669,074.73	39 %
60 SOLID WASTE DEPARTMENT						
46000	Interest Revenue					
46000	Interest Revenue	525.82	2,087.17	0.00	-2,087.17	%
46005	Franchise Fees	4,467.33	18,355.86	43,936.00	25,580.14	42 %
46150	Miscellaneous Income	0.00	240.56	0.00	-240.56	%
46151	Refund/Adjustments	0.00	5.38	0.00	-5.38	%
	Account Group Total:	4,993.15	20,688.97	43,936.00	23,247.03	47 %
	Fund Total:	4,993.15	20,688.97	43,936.00	23,247.03	47 %
	Grand Total:	265,650.17	1,112,926.14	4,572,150.00	3,459,223.86	24 %

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
20 FIRE PROTECTION DEPARTMENT	21,544.67	66,504.24	742,631.00	676,126.76	9 %
30 STREET LIGHTING DEPARTMENT	7,062.17	25,353.33	170,438.00	145,084.67	15 %
40 WASTEWATER DEPARTMENT	132,814.14	570,565.33	2,516,256.00	1,945,690.67	23 %
50 WATER DEPARTMENT	99,236.04	429,814.27	1,098,889.00	669,074.73	39 %
60 SOLID WASTE DEPARTMENT	4,993.15	20,688.97	43,936.00	23,247.03	47 %
Grand Total:	265,650.17	1,112,926.14	4,572,150.00	3,459,223.86	24 %

P10 2025 San Miguel CSD Operating Expenditures Actual vs Budget



SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 25

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	19,909.46	52,715.51	139,000.00	139,000.00	86,284.49	38%
	111 BOD Stipend	432.00	864.00	1,000.00	1,000.00	136.00	86%
	120 Workers' Compensation	0.00	10,330.99	44,000.00	44,000.00	33,669.01	23%
	121 Physicals	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	125 Volunteer Firefighter Stipends	13,130.23	45,446.01	117,000.00	117,000.00	71,553.99	39%
	135 Payroll Tax - FICA/SS	798.07	2,685.18	7,500.00	7,500.00	4,814.82	36%
	140 Payroll Tax - Medicare	434.74	1,385.32	4,000.00	4,000.00	2,614.68	35%
	155 Payroll Tax - SUI	36.25	361.70	2,000.00	2,000.00	1,638.30	18%
	160 Payroll Tax - ETT	0.95	9.51	300.00	300.00	290.49	3%
	205 Insurance - Health	3,940.81	7,581.97	15,000.00	15,000.00	7,418.03	51%
	210 Insurance - Dental	59.09	236.32	800.00	800.00	563.68	30%
	215 Insurance - Vision	9.32	37.41	200.00	200.00	162.59	19%
	225 Retirement - PERS Expense	2,079.72	6,297.14	18,000.00	18,000.00	11,702.86	35%
	230 457 ER Contribution Benefit	3,124.11	6,321.58	4,000.00	4,000.00	-2,321.58	158%
	305 Operations & Maintenance	170.82	884.08	5,000.00	5,000.00	4,115.92	18%
	310 Phone & Fax Expense	0.00	296.38	1,200.00	1,200.00	903.62	25%
	315 Postage, Shipping & Freight	23.97	107.63	500.00	500.00	392.37	22%
	319 Legal: P.R.A.s - Professional Svcs	38.00	494.00	500.00	500.00	6.00	99%
	320 Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
	321 IT Services - Professional Svcs	914.16	3,626.64	10,000.00	10,000.00	6,373.36	36%
	323 Auditor - Professional Svcs	540.00	1,890.00	5,000.00	5,000.00	3,110.00	38%
	325 Accounting - Professional Svcs	1,984.50	3,097.93	4,000.00	4,000.00	902.07	77%
	326 Engineering - Professional Svcs	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
	327 Legal: General - Professional Svcs	1,051.90	4,675.68	8,000.00	8,000.00	3,324.32	58%
	328 Insurance - Prop & Liability	0.00	24,414.86	25,000.00	25,000.00	585.14	98%
	333 Legal: HR - Professional Svcs	474.00	3,688.81	2,500.00	2,500.00	-1,188.81	148%
	334 Maintenance Agreements	0.00	2,139.12	2,000.00	2,000.00	-139.12	107%
	335 Meals	0.00	0.00	500.00	500.00	500.00	0%
	340 Meetings and Conferences	520.00	520.00	3,500.00	3,500.00	2,980.00	15%
	341 Space Rental	54.00	357.00	1,000.00	1,000.00	643.00	36%
	345 Mileage Expense Reimbursement	0.00	0.00	500.00	500.00	500.00	0%
	348 Safety Equipment and Supplies	0.00	1,859.74	2,500.00	2,500.00	640.26	74%
	350 Repairs & Maint - Computers	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	351 Repairs & Maint - Equip	850.00	3,733.01	5,000.00	5,000.00	1,266.99	75%
	352 Repairs & Maint - Structures	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
	354 Repairs & Maint - Vehicles	0.00	792.16	5,000.00	5,000.00	4,207.84	16%
	359 Testing & Supplies - Other	0.00	0.00	500.00	500.00	500.00	0%
	370 Dispatch Services (Fire)	0.00	21,520.86	17,500.00	17,500.00	-4,020.86	123%
	375 Internet Expenses	810.51	1,467.66	2,000.00	2,000.00	532.34	73%
	376 Web Page - Upgrade/Maint	0.00	725.68	1,000.00	1,000.00	274.32	73%
	380 Utilities - Alarm Service	38.00	114.00	500.00	500.00	386.00	23%
	381 Utilities - Electric	-80.37	26.96	2,500.00	2,500.00	2,473.04	1%
	382 Utilities - Propane	0.00	131.51	2,500.00	2,500.00	2,368.49	5%
	384 Utilities - Water/Sewer	282.84	1,142.52	2,000.00	2,000.00	857.48	57%
	385 Dues and Subscriptions	2,535.57	5,624.87	8,500.00	8,500.00	2,875.13	66%
	386 Education and Training	0.00	60.00	7,000.00	7,000.00	6,940.00	1%
	393 Advertising and Public Notices	147.79	265.05	4,000.00	4,000.00	3,734.95	7%
	394 LAFCO Allocations	0.00	2,053.86	7,800.00	7,800.00	5,746.14	26%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
395	Community Outreach	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
405	Software	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
410	Office Supplies	37.77	122.46	2,000.00	2,000.00	1,877.54	6%
445	CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0%
450	EMS Supplies	106.07	624.52	3,000.00	3,000.00	2,375.48	21%
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
456	Fire Grants	0.00	0.00	53,000.00	53,000.00	53,000.00	0%
457	CFF Grant - California Fire Grant	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
458	Grants- Professional Services	0.00	637.50	7,000.00	7,000.00	6,362.50	9%
465	Cell phones, Radios and Pagers	280.79	873.65	1,000.00	1,000.00	126.35	87%
470	Communication Equipment	582.84	823.03	2,000.00	2,000.00	1,176.97	41%
475	Computer Supplies & Upgrades	0.00	1,064.44	4,000.00	4,000.00	2,935.56	27%
485	Fuel Expense	167.45	2,077.24	6,500.00	6,500.00	4,422.76	32%
490	Small Tools & Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
495	Uniform Expense	0.00	1,605.26	4,000.00	4,000.00	2,394.74	40%
502	Capital Outlay- Fire	0.00	0.00	14,127.00	14,127.00	14,127.00	0%
503	Weed Abatement Costs	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
510	Fire Station Renovation	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
511	Fire- Temp Housing Unit	0.00	1,855.12	0.00	0.00	-1,855.12	0%
512	Fire- Escrow Temp Housing Unit	0.00	3,216.00	0.00	0.00	-3,216.00	0%
710	County Hazmat Dues	2,210.00	2,210.00	3,000.00	3,000.00	790.00	74%
820	Fireworks Clean Up	0.00	0.00	500.00	500.00	500.00	0%
949	Lease agreements	0.00	0.00	8,000.00	8,000.00	8,000.00	0%
960	Property Tax Expense	0.00	0.00	200.00	200.00	200.00	0%
981	Debt Svcs Equipt - Principle	0.00	36,397.19	38,000.00	38,000.00	1,602.81	96%
982	Debt Svcs Equipt - Interest	0.00	10,685.50	10,000.00	10,000.00	-685.50	107%
983	Debt Svcs Structure- Principle	0.00	6,486.41	24,000.00	24,000.00	17,513.59	27%
984	Debt Svcs Structure - Interest	0.00	3,663.20	11,000.00	11,000.00	7,336.80	33%
990	Retirement/Health Ins Liability	0.00	1,402.67	3,500.00	3,500.00	2,097.33	40%
	Account Total:	57,695.36	293,726.84	742,127.00	742,127.00	448,400.16	40%
	Account Group Total:	57,695.36	293,726.84	742,127.00	742,127.00	448,400.16	40%
	Fund Total:	57,695.36	293,726.84	742,127.00	742,127.00	448,400.16	40%
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000	Lighting						
105	Salaries and Wages	2,046.99	5,569.50	21,470.00	21,470.00	15,900.50	26%
111	BOD Stipend	49.00	99.00	144.00	144.00	45.00	69%
120	Workers' Compensation	0.00	88.21	50.00	50.00	-38.21	176%
121	Physicals	0.00	0.00	50.00	50.00	50.00	0%
135	Payroll Tax - FICA/SS	1.75	4.87	55.00	55.00	50.13	9%
140	Payroll Tax - Medicare	25.59	77.30	308.00	308.00	230.70	25%
155	Payroll Tax - SUI	1.05	2.93	73.00	73.00	70.07	4%
160	Payroll Tax - ETT	0.03	0.09	23.00	23.00	22.91	0%
205	Insurance - Health	400.48	869.75	3,260.00	3,260.00	2,390.25	27%
210	Insurance - Dental	8.27	24.95	137.00	137.00	112.05	18%
215	Insurance - Vision	1.34	4.10	21.00	21.00	16.90	20%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
225	Retirement - PERS Expense	201.16	776.32	2,311.00	2,311.00	1,534.68	34%
230	457 ER Contribution Benefit	211.08	229.30	400.00	400.00	170.70	57%
305	Operations & Maintenance	8.42	34.98	1,500.00	1,500.00	1,465.02	2%
310	Phone & Fax Expense	0.00	29.43	500.00	500.00	470.57	6%
315	Postage, Shipping & Freight	0.00	0.62	100.00	100.00	99.38	1%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	150.00	150.00	150.00	0%
320	Printing & Reproduction	0.00	0.00	150.00	150.00	150.00	0%
321	IT Services - Professional Svcs	90.89	363.56	1,365.00	1,365.00	1,001.44	27%
323	Auditor - Professional Svcs	60.00	210.00	800.00	800.00	590.00	26%
325	Accounting - Professional Svcs	220.50	322.82	800.00	800.00	477.18	40%
326	Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
327	Legal: General - Professional Svcs	81.98	344.67	3,000.00	3,000.00	2,655.33	11%
328	Insurance - Prop & Liability	0.00	2,712.77	2,500.00	2,500.00	-212.77	109%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
333	Legal: HR - Professional Svcs	0.00	140.92	1,500.00	1,500.00	1,359.08	9%
334	Maintenance Agreements	0.00	253.50	1,760.00	1,760.00	1,506.50	14%
335	Meals	0.00	0.00	150.00	150.00	150.00	0%
340	Meetings and Conferences	0.00	0.00	350.00	350.00	350.00	0%
341	Space Rental	6.00	39.00	150.00	150.00	111.00	26%
345	Mileage Expense Reimbursement	0.00	0.00	150.00	150.00	150.00	0%
348	Safety Equipment and Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0%
351	Repairs & Maint - Equip	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
352	Repairs & Maint - Structures	0.00	0.00	500.00	500.00	500.00	0%
353	Repairs & Maint - Infrastructure	0.00	9,514.56	18,000.00	18,000.00	8,485.44	53%
354	Repairs & Maint - Vehicles	0.00	0.00	500.00	500.00	500.00	0%
375	Internet Expenses	190.75	328.67	700.00	700.00	371.33	47%
376	Web Page - Upgrade/Maint	0.00	127.29	150.00	150.00	22.71	85%
381	Utilities - Electric	1,346.72	5,535.12	20,000.00	20,000.00	14,464.88	28%
384	Utilities - Water/Sewer	480.36	2,502.49	7,500.00	7,500.00	4,997.51	33%
385	Dues and Subscriptions	281.73	281.73	800.00	800.00	518.27	35%
386	Education and Training	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
393	Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0%
394	LAFCO Allocations	0.00	2,053.86	2,000.00	2,000.00	-53.86	103%
395	Community Outreach	0.00	0.00	150.00	150.00	150.00	0%
410	Office Supplies	4.20	11.15	500.00	500.00	488.85	2%
465	Cell phones, Radios and Pagers	16.59	70.94	250.00	250.00	179.06	28%
475	Computer Supplies & Upgrades	0.00	9.03	0.00	0.00	-9.03	0%
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0%
490	Small Tools & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
495	Uniform Expense	0.00	0.00	100.00	100.00	100.00	0%
500	Capital Outlay	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
715	Licenses, Permits and Fees	0.00	0.00	200.00	200.00	200.00	0%
925	Bank Fees	0.00	0.00	25.00	25.00	25.00	0%
940	Bank Service Charges	0.00	0.00	50.00	50.00	50.00	0%
949	Lease agreements	110.00	440.00	2,500.00	2,500.00	2,060.00	18%
990	Retirement/Health Ins Liability	0.00	126.63	700.00	700.00	573.37	18%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	Account Total:	5,844.88	33,200.06	170,302.00	170,302.00	137,101.94	19%
	Account Group Total:	5,844.88	33,200.06	170,302.00	170,302.00	137,101.94	19%
	Fund Total:	5,844.88	33,200.06	170,302.00	170,302.00	137,101.94	19%
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	23,977.77	63,402.76	290,000.00	290,000.00	226,597.24	22%
	111 BOD Stipend	648.00	1,296.00	1,632.00	1,632.00	336.00	79%
	120 Workers' Compensation	0.00	9,395.33	15,000.00	15,000.00	5,604.67	63%
	121 Physicals	0.00	95.00	150.00	150.00	55.00	63%
	135 Payroll Tax - FICA/SS	22.30	62.44	1,151.00	1,151.00	1,088.56	5%
	140 Payroll Tax - Medicare	302.78	878.17	4,898.00	4,898.00	4,019.83	18%
	150 Payroll Tax - SDI	0.00	0.00	235.00	235.00	235.00	0%
	155 Payroll Tax - SUI	13.70	38.36	1,354.00	1,354.00	1,315.64	3%
	160 Payroll Tax - ETT	0.37	1.03	335.00	335.00	333.97	0%
	205 Insurance - Health	4,458.41	9,569.65	65,111.00	65,111.00	55,541.35	15%
	210 Insurance - Dental	110.67	339.13	2,843.00	2,843.00	2,503.87	12%
	215 Insurance - Vision	17.77	53.91	365.00	365.00	311.09	15%
	225 Retirement - PERS Expense	2,189.29	8,078.71	31,762.00	31,762.00	23,683.29	25%
	230 457 ER Contribution Benefit	1,939.73	2,277.03	2,090.00	2,090.00	-187.03	109%
	305 Operations & Maintenance	215.39	678.84	10,000.00	10,000.00	9,321.16	7%
	310 Phone & Fax Expense	0.00	312.30	1,200.00	1,200.00	887.70	26%
	315 Postage, Shipping & Freight	0.00	5.86	400.00	400.00	394.14	1%
	319 Legal: P.R.A.s - Professional Svcs	0.00	38.00	1,000.00	1,000.00	962.00	4%
	320 Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
	321 IT Services - Professional Svcs	882.28	3,469.92	14,700.00	14,700.00	11,230.08	24%
	323 Auditor - Professional Svcs	560.00	1,960.00	5,000.00	5,000.00	3,040.00	39%
	325 Accounting - Professional Svcs	2,058.00	3,007.20	5,000.00	5,000.00	1,992.80	60%
	326 Engineering - Professional Svcs	0.00	13,428.25	20,000.00	20,000.00	6,571.75	67%
	327 Legal: General - Professional Svcs	2,799.84	8,612.69	20,000.00	20,000.00	11,387.31	43%
	328 Insurance - Prop & Liability	0.00	23,621.87	27,000.00	27,000.00	3,378.13	87%
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
	330 Contract Labor	0.00	250.00	5,000.00	5,000.00	4,750.00	5%
	331 Legal: SMEA - Professional Svcs	58.12	216.12	3,500.00	3,500.00	3,283.88	6%
	333 Legal: HR - Professional Svcs	135.49	2,333.23	5,000.00	5,000.00	2,666.77	47%
	334 Maintenance Agreements	0.00	6,718.57	7,500.00	7,500.00	781.43	90%
	335 Meals	0.00	0.00	150.00	150.00	150.00	0%
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0%
	341 Space Rental	56.00	372.00	1,500.00	1,500.00	1,128.00	25%
	345 Mileage Expense Reimbursement	0.00	173.60	500.00	500.00	326.40	35%
	348 Safety Equipment and Supplies	519.37	765.92	2,000.00	2,000.00	1,234.08	38%
	349 Repairs & Maint - Mission Gardens	2,145.89	3,942.17	10,000.00	10,000.00	6,057.83	39%
	350 Repairs & Maint - Computers	0.00	0.00	1,600.00	1,600.00	1,600.00	0%
	351 Repairs & Maint - Equip	3,694.46	7,292.30	5,000.00	5,000.00	-2,292.30	146%
	352 Repairs & Maint - Structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	353 Repairs & Maint - Infrastructure	609.12	841.62	10,000.00	10,000.00	9,158.38	8%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
354	Repairs & Maint - Vehicles	0.00	1,378.65	5,000.00	5,000.00	3,621.35	28%
355	Testing & Supplies (WWTP)	1,857.27	6,722.27	45,000.00	45,000.00	38,277.73	15%
361	Contract Operations	0.00	23,170.99	80,000.00	80,000.00	56,829.01	29%
374	CSD Utilities - Billing Services	337.12	1,012.67	4,250.00	4,250.00	3,237.33	24%
375	Internet Expenses	1,836.79	3,438.12	12,000.00	12,000.00	8,561.88	29%
376	Web Page - Upgrade/Maint	0.00	1,440.08	1,500.00	1,500.00	59.92	96%
379	Utilities - Electric Mission	42.12	345.49	1,500.00	1,500.00	1,154.51	23%
380	Utilities - Alarm Service	55.00	165.00	850.00	850.00	685.00	19%
381	Utilities - Electric	9,114.13	45,111.62	125,000.00	125,000.00	79,888.38	36%
382	Utilities - Propane	0.00	38.00	150.00	150.00	112.00	25%
383	Utilities - Trash	59.65	238.60	1,000.00	1,000.00	761.40	24%
384	Utilities - Water/Sewer	93.00	353.05	3,500.00	3,500.00	3,146.95	10%
385	Dues and Subscriptions	2,629.48	2,629.48	5,000.00	5,000.00	2,370.52	53%
386	Education and Training	0.00	55.00	2,500.00	2,500.00	2,445.00	2%
393	Advertising and Public Notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
394	LAFCO Allocations	0.00	2,053.86	2,500.00	2,500.00	446.14	82%
395	Community Outreach	0.00	102.60	1,000.00	1,000.00	897.40	10%
396	Utilities - SoCal Gas	20.20	75.97	500.00	500.00	424.03	15%
410	Office Supplies	39.16	129.09	2,000.00	2,000.00	1,870.91	6%
432	Utility Rate Design Study	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
465	Cell phones, Radios and Pagers	149.60	639.13	2,400.00	2,400.00	1,760.87	27%
475	Computer Supplies & Upgrades	96.65	851.06	1,000.00	1,000.00	148.94	85%
485	Fuel Expense	391.96	849.00	6,000.00	6,000.00	5,151.00	14%
490	Small Tools & Equipment	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
495	Uniform Expense	0.00	79.36	1,500.00	1,500.00	1,420.64	5%
545	Sewer System Mgmt Plan (SSMP)	0.00	0.00	15,000.00	25,000.00	25,000.00	0%
546	Master Plans	0.00	10,643.75	65,000.00	65,000.00	54,356.25	16%
560	Sewer Line Repairs	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
580	Mission Gardens Lift Station	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
582	WWTP Plant Maintenance	13,761.56	24,938.61	60,000.00	60,000.00	35,061.39	42%
583	WWTF Drying Pond Maintenance	0.00	35,758.41	25,000.00	25,000.00	-10,758.41	143%
584	WWTP Perc Ponds	14,325.00	14,325.00	0.00	0.00	-14,325.00	0%
585	Sludge Removal Project	0.00	17,550.00	25,000.00	25,000.00	7,450.00	70%
587	WWTF Final Design/Construction	4,000.00	115,481.22	150,000.00	150,000.00	34,518.78	77%
651	Regulatory Compliance	0.00	15,735.15	80,000.00	80,000.00	64,264.85	20%
705	Waste Discharge Fees/Permits	0.00	1,367.50	45,000.00	45,000.00	43,632.50	3%
715	Licenses, Permits and Fees	0.00	974.50	6,000.00	6,000.00	5,025.50	16%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
908	Cash Over/Cash Short	0.00	-0.93	100.00	100.00	100.93	-1%
925	Bank Fees	31.00	62.00	100.00	100.00	38.00	62%
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0%
949	Lease agreements	990.00	3,960.00	18,000.00	18,000.00	14,040.00	22%
950	WWTF Exp MBR	0.00	0.00	500,000.00	500,000.00	500,000.00	0%
960	Property Tax Expense	0.00	0.00	150.00	150.00	150.00	0%
963	Collection System Projects	0.00	11,178.50	100,000.00	100,000.00	88,821.50	11%
964	Septic to Sewer Project	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
971	Loan Principal Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0%
972	Loan Interest Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
990	Retirement/Health Ins Liability	0.00	11,889.38	40,000.00	40,000.00	28,110.62	30%
	Account Total:	97,244.44	528,270.16	2,515,776.00	2,525,776.00	1,997,505.84	21%
	Account Group Total:	97,244.44	528,270.16	2,515,776.00	2,525,776.00	1,997,505.84	21%
	Fund Total:	97,244.44	528,270.16	2,515,776.00	2,525,776.00	1,997,505.84	21%
50 WATER DEPARTMENT							
65000 Water							
65000	Water						
105	Salaries and Wages	34,574.07	91,023.19	221,238.00	221,238.00	130,214.81	41%
111	BOD Stipend	643.00	1,287.00	2,064.00	2,064.00	777.00	62%
120	Workers' Compensation	0.00	5,948.83	8,500.00	8,500.00	2,551.17	70%
121	Physicals	0.00	95.00	150.00	150.00	55.00	63%
135	Payroll Tax - FICA/SS	22.18	62.08	1,179.00	1,179.00	1,116.92	5%
140	Payroll Tax - Medicare	429.39	1,257.27	4,302.00	4,302.00	3,044.73	29%
150	Payroll Tax - SDI	0.00	0.00	250.00	250.00	250.00	0%
155	Payroll Tax - SUI	13.62	38.12	1,206.00	1,206.00	1,167.88	3%
160	Payroll Tax - ETT	0.37	1.03	237.00	237.00	235.97	0%
205	Insurance - Health	6,484.62	15,945.89	25,208.00	25,208.00	9,262.11	63%
210	Insurance - Dental	145.21	477.25	881.00	881.00	403.75	54%
215	Insurance - Vision	23.22	75.74	152.00	152.00	76.26	50%
225	Retirement - PERS Expense	2,832.78	9,975.37	24,168.00	24,168.00	14,192.63	41%
230	457 ER Contribution Benefit	1,988.90	2,431.93	2,104.00	2,104.00	-327.93	116%
305	Operations & Maintenance	139.29	1,736.01	8,000.00	8,000.00	6,263.99	22%
310	Phone & Fax Expense	0.00	312.29	1,200.00	1,200.00	887.71	26%
315	Postage, Shipping & Freight	0.00	86.38	425.00	425.00	338.62	20%
319	Legal: P.R.A.s - Professional Svcs	0.00	38.00	500.00	500.00	462.00	8%
320	Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
321	IT Services - Professional Svcs	1,234.09	4,895.36	14,000.00	14,000.00	9,104.64	35%
323	Auditor - Professional Svcs	800.00	2,800.00	4,300.00	4,300.00	1,500.00	65%
324	GSA-GSP - Professional Svcs	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
325	Accounting - Professional Svcs	2,940.00	4,228.50	4,500.00	4,500.00	271.50	94%
326	Engineering - Professional Svcs	7,394.75	11,595.75	35,000.00	35,000.00	23,404.25	33%
327	Legal: General - Professional Svcs	1,163.96	5,531.50	25,000.00	25,000.00	19,468.50	22%
328	Insurance - Prop & Liability	0.00	34,472.93	26,000.00	26,000.00	-8,472.93	133%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	250.00	5,000.00	5,000.00	4,750.00	5%
331	Legal: SMEA - Professional Svcs	58.12	216.12	3,500.00	3,500.00	3,283.88	6%
332	Legal: Steinbeck & Water -	1,869.70	44,238.31	25,000.00	25,000.00	-19,238.31	177%
333	Legal: HR - Professional Svcs	135.49	2,311.69	8,000.00	8,000.00	5,688.31	29%
334	Maintenance Agreements	0.00	7,669.29	6,500.00	6,500.00	-1,169.29	118%
335	Meals	0.00	0.00	100.00	100.00	100.00	0%
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
341	Space Rental	80.00	504.00	1,500.00	1,500.00	996.00	34%
345	Mileage Expense Reimbursement	0.00	0.00	250.00	250.00	250.00	0%
348	Safety Equipment and Supplies	519.38	765.93	1,500.00	1,500.00	734.07	51%
350	Repairs & Maint - Computers	76.11	76.11	1,500.00	1,500.00	1,423.89	5%
351	Repairs & Maint - Equip	628.58	7,570.10	5,000.00	5,000.00	-2,570.10	151%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
352	Repairs & Maint - Structures	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
353	Repairs & Maint - Infrastructure	4,601.48	13,500.06	50,000.00	50,000.00	36,499.94	27%
354	Repairs & Maint - Vehicles	0.00	1,414.67	4,500.00	4,500.00	3,085.33	31%
356	Testing & Supplies - Well #3	913.37	974.47	3,500.00	3,500.00	2,525.53	28%
357	Testing & Supplies - Well #4	913.37	2,264.00	3,500.00	3,500.00	1,236.00	65%
358	Testing & Supplies - SLT Well	1,386.87	2,093.47	5,000.00	5,000.00	2,906.53	42%
359	Testing & Supplies - Other	0.00	4,526.22	6,000.00	6,000.00	1,473.78	75%
361	Contract Operations	0.00	13,764.11	80,000.00	80,000.00	66,235.89	17%
362	Cross-Connection Control Srvcs.	664.10	1,156.80	1,500.00	1,500.00	343.20	77%
374	CSD Utilities - Billing Services	337.13	1,012.70	4,000.00	4,000.00	2,987.30	25%
375	Internet Expenses	2,613.41	4,451.58	14,000.00	14,000.00	9,548.42	32%
376	Web Page - Upgrade/Maint	0.00	1,823.26	1,500.00	1,500.00	-323.26	122%
380	Utilities - Alarm Service	55.00	165.00	1,000.00	1,000.00	835.00	17%
381	Utilities - Electric	6,668.64	30,970.10	75,000.00	75,000.00	44,029.90	41%
382	Utilities - Propane	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
383	Utilities - Trash	59.66	238.64	600.00	600.00	361.36	40%
384	Utilities - Water/Sewer	211.40	820.90	2,000.00	2,000.00	1,179.10	41%
385	Dues and Subscriptions	3,756.40	3,756.40	6,500.00	6,500.00	2,743.60	58%
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	1,000.00	1,000.00	1,000.00	0%
394	LAFCO Allocations	0.00	2,053.86	1,800.00	1,800.00	-253.86	114%
395	Community Outreach	0.00	102.60	1,200.00	1,200.00	1,097.40	9%
396	Utilities - SoCal Gas	42.59	160.94	1,000.00	1,000.00	839.06	16%
405	Software	0.00	7,022.20	0.00	0.00	-7,022.20	0%
410	Office Supplies	55.94	123.68	1,000.00	1,000.00	876.32	12%
465	Cell phones, Radios and Pagers	149.30	638.61	2,250.00	2,250.00	1,611.39	28%
475	Computer Supplies & Upgrades	96.66	887.22	2,500.00	2,500.00	1,612.78	35%
481	Chemicals- Well #3	0.00	1,322.88	4,000.00	4,000.00	2,677.12	33%
482	Chemicals- Well #4	0.00	1,441.08	5,000.00	5,000.00	3,558.92	29%
483	Chemicals- SLT Well	0.00	523.05	3,000.00	3,000.00	2,476.95	17%
485	Fuel Expense	391.96	848.98	5,000.00	5,000.00	4,151.02	17%
490	Small Tools & Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
495	Uniform Expense	0.00	79.36	1,500.00	1,500.00	1,420.64	5%
516	Water Projects Well 3	4,487.64	6,096.09	0.00	0.00	-6,096.09	0%
517	Water Projects Well 4	4,487.64	6,272.50	0.00	0.00	-6,272.50	0%
518	Water Projects SLT Well	4,487.64	6,096.09	0.00	0.00	-6,096.09	0%
520	Water Main Valves Replacement	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
525	Water Meter Replacement	0.00	1,164.71	20,000.00	20,000.00	18,835.29	6%
546	Master Plans	0.00	4,292.00	65,000.00	65,000.00	60,708.00	7%
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
651	Regulatory Compliance	0.00	2,879.82	60,000.00	60,000.00	57,120.18	5%
715	Licenses, Permits and Fees	0.00	974.50	7,000.00	7,000.00	6,025.50	14%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
925	Bank Fees	30.00	60.00	100.00	100.00	40.00	60%
930	Interest Fees	0.00	21,423.03	60,000.00	60,000.00	38,576.97	36%
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0%
949	Lease agreements	990.00	3,960.00	12,000.00	12,000.00	8,040.00	33%
961	SLT Tank and Booster Pump Project	0.00	351.68	0.00	0.00	-351.68	0%
962	0.65 MG Tank	0.00	0.00	0.00	24,979.00	24,979.00	0%
966	Reimbursable Engineering	0.00	2,105.50	0.00	0.00	-2,105.50	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
990	Retirement/Health Ins Liability	0.00	12,395.90	36,125.00	36,125.00	23,729.10	34%
	Account Total:	101,597.03	424,125.63	1,099,289.00	1,124,268.00	700,142.37	38%
	Account Group Total:	101,597.03	424,125.63	1,099,289.00	1,124,268.00	700,142.37	38%
	Fund Total:	101,597.03	424,125.63	1,099,289.00	1,124,268.00	700,142.37	38%
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000	SOLID WASTE						
105	Salaries and Wages	1,939.91	5,279.16	13,500.00	13,500.00	8,220.84	39%
111	BOD Stipend	28.00	54.00	144.00	144.00	90.00	38%
120	Workers' Compensation	0.00	84.69	100.00	100.00	15.31	85%
121	Physicals	0.00	0.00	50.00	50.00	50.00	0%
135	Payroll Tax - FICA/SS	0.86	2.46	55.00	55.00	52.54	4%
140	Payroll Tax - Medicare	24.06	72.83	285.00	285.00	212.17	26%
155	Payroll Tax - SUI	0.54	1.54	75.00	75.00	73.46	2%
160	Payroll Tax - ETT	0.00	0.00	21.00	21.00	21.00	0%
205	Insurance - Health	380.51	808.25	2,954.00	2,954.00	2,145.75	27%
210	Insurance - Dental	7.79	23.19	125.00	125.00	101.81	19%
215	Insurance - Vision	1.27	3.64	20.00	20.00	16.36	18%
225	Retirement - PERS Expense	193.94	754.32	2,144.00	2,144.00	1,389.68	35%
230	457 ER Contribution Benefit	210.45	228.25	400.00	400.00	171.75	57%
305	Operations & Maintenance	8.40	30.43	1,500.00	1,500.00	1,469.57	2%
310	Phone & Fax Expense	0.00	29.43	500.00	500.00	470.57	6%
315	Postage, Shipping & Freight	0.00	0.42	75.00	75.00	74.58	1%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	50.00	50.00	50.00	0%
320	Printing & Reproduction	0.00	0.00	50.00	50.00	50.00	0%
321	IT Services - Professional Svcs	60.98	243.92	1,500.00	1,500.00	1,256.08	16%
323	Auditor - Professional Svcs	40.00	140.00	800.00	800.00	660.00	18%
325	Accounting - Professional Svcs	147.00	221.05	500.00	500.00	278.95	44%
327	Legal: General - Professional Svcs	65.57	372.89	4,000.00	4,000.00	3,627.11	9%
328	Insurance - Prop & Liability	0.00	1,808.51	2,500.00	2,500.00	691.49	72%
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0%
333	Legal: HR - Professional Svcs	0.00	119.37	500.00	500.00	380.63	24%
334	Maintenance Agreements	0.00	174.27	1,600.00	1,600.00	1,425.73	11%
341	Space Rental	4.00	28.00	150.00	150.00	122.00	19%
345	Mileage Expense Reimbursement	0.00	0.00	50.00	50.00	50.00	0%
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0%
350	Repairs & Maint - Computers	0.00	0.00	200.00	200.00	200.00	0%
351	Repairs & Maint - Equip	0.00	7,697.24	250.00	250.00	-7,447.24	3079%
352	Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0%
353	Repairs & Maint - Infrastructure	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
354	Repairs & Maint - Vehicles	0.00	0.00	150.00	150.00	150.00	0%
375	Internet Expenses	190.75	328.68	600.00	600.00	271.32	55%
376	Web Page - Upgrade/Maint	0.00	126.86	150.00	150.00	23.14	85%
385	Dues and Subscriptions	187.82	187.82	550.00	550.00	362.18	34%
386	Education and Training	0.00	0.00	200.00	200.00	200.00	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 25

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
393	Advertising and Public Notices	0.00	115.84	150.00	150.00	34.16	77%
394	LAFCO Allocations	0.00	2,053.85	1,800.00	1,800.00	-253.85	114%
395	Community Outreach	153.00	153.00	250.00	250.00	97.00	61%
410	Office Supplies	2.80	7.44	50.00	50.00	42.56	15%
465	Cell phones, Radios and Pagers	16.59	71.06	275.00	275.00	203.94	26%
475	Computer Supplies & Upgrades	0.00	6.02	150.00	150.00	143.98	4%
485	Fuel Expense	0.00	0.00	100.00	100.00	100.00	0%
490	Small Tools & Equipment	0.00	0.00	100.00	100.00	100.00	0%
495	Uniform Expense	0.00	0.00	150.00	150.00	150.00	0%
940	Bank Service Charges	0.00	0.00	25.00	25.00	25.00	0%
949	Lease agreements	110.00	440.00	1,325.00	1,325.00	885.00	33%
990	Retirement/Health Ins Liability	0.00	84.42	650.00	650.00	565.58	13%
	Account Total:	3,774.24	21,752.85	43,923.00	43,923.00	22,170.15	50%
	Account Group Total:	3,774.24	21,752.85	43,923.00	43,923.00	22,170.15	50%
	Fund Total:	3,774.24	21,752.85	43,923.00	43,923.00	22,170.15	50%
	Grand Total:	266,155.95	1,301,075.54	4,571,417.00	4,606,396.00	3,305,320.46	28%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 10/25

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10205 OPERATING CASH - 5 STAR	112,207.00	19,386.97	80.37	0.00	51,561.80	80,112.54
10215 OP CASH MMKT - 5 STAR	250,354.29	898.12	0.00	0.00	0.00	251,252.41
10255 PAYROLL - 5 STAR	5,549.39	0.00	37,740.82	0.00	37,740.82	5,549.39
10345 OPERATIONAL RESERVE - 5	107,156.06	384.57	0.00	0.00	0.00	107,540.63
10355 CAPITAL RESERVE - 5 STAR	244,790.51	878.52	0.00	0.00	0.00	245,669.03
Total Fund	720,057.25	21,548.18	37,821.19		89,302.62	690,124.00
30 STREET LIGHTING DEPARTMENT						
10205 OPERATING CASH - 5 STAR	144,129.47	5,967.12	0.00	0.00	5,301.60	144,794.99
10215 OP CASH MMKT - 5 STAR	258,509.20	927.38	0.00	0.00	0.00	259,436.58
10255 PAYROLL - 5 STAR	218.92	0.00	2,403.46	0.00	2,403.46	218.92
10345 OPERATIONAL RESERVE - 5	63,875.35	229.24	0.00	0.00	0.00	64,104.59
10355 CAPITAL RESERVE - 5 STAR	47,993.62	172.24	0.00	0.00	0.00	48,165.86
10459 CAMBRIDGE INV- LIGHT RESV	168,932.51	81.90	0.00	0.00	0.00	169,014.41
10460 CAMBRIDGE INV- LIGHT CAP	396,868.73	9.33	0.00	324.65	0.00	396,553.41
Total Fund	1,080,527.80	7,387.21	2,403.46	324.65	7,705.06	1,082,288.76
40 WASTEWATER DEPARTMENT						
10000 CASH DRAWER	250.00	0.00	0.00	0.00	0.00	250.00
10205 OPERATING CASH - 5 STAR	588,320.38	149,580.75	253.17	34.69	91,265.38	646,854.23
10215 OP CASH MMKT - 5 STAR	907,425.24	3,255.31	0.00	0.00	0.00	910,680.55
10255 PAYROLL - 5 STAR	1,465.47	0.00	27,702.73	0.00	27,702.73	1,465.47
10265 LONG TERM MAINT. - 5 STAR	10,766.83	38.64	0.00	0.00	0.00	10,805.47
10345 OPERATIONAL RESERVE - 5	349,014.25	1,252.57	0.00	0.00	0.00	350,266.82
10355 CAPITAL RESERVE - 5 STAR	330,162.14	1,184.92	0.00	0.00	0.00	331,347.06
10451 CALTRUST	726,649.35	2,588.62	0.00	0.00	0.00	729,237.97
10457 CAMBRIDGE INV- WW CAPITAL	339,278.01	3.22	0.00	80.10	0.00	339,201.13
10458 CAMBRIDGE INV- WW LT MAINT	858,239.46	4,606.87	0.00	252.16	0.00	862,594.17
Total Fund	4,111,571.13	162,510.90	27,955.90	366.95	118,968.11	4,182,702.87
50 WATER DEPARTMENT						
10000 CASH DRAWER	250.00	0.00	0.00	0.00	0.00	250.00
10150 Cash in SLO County	67,327.04	0.00	0.00	0.00	0.00	67,327.04
10205 OPERATING CASH - 5 STAR	56,725.00	110,854.40	89.22	45.48	93,530.93	74,092.21
10215 OP CASH MMKT - 5 STAR	147,506.21	529.16	0.00	0.00	0.00	148,035.37
10255 PAYROLL - 5 STAR	1,587.24	0.00	38,748.87	0.00	38,748.87	1,587.24
10345 OPERATIONAL RESERVE - 5	93,845.52	336.80	0.00	0.00	0.00	94,182.32
10355 CAPITAL RESERVE - 5 STAR	39,107.46	140.35	0.00	0.00	0.00	39,247.81
10405 USDA RESERVE - 5 STAR	73,421.81	263.50	0.00	0.00	0.00	73,685.31
10456 CAMBRIDGE INV- W CAPITAL	168,932.51	81.90	0.00	0.00	0.00	169,014.41
Total Fund	648,702.79	112,206.11	38,838.09	45.48	132,279.80	667,421.71
60 SOLID WASTE DEPARTMENT						
10205 OPERATING CASH - 5 STAR	42,257.18	422.37	0.00	0.00	3,261.13	39,418.42
10215 OP CASH MMKT - 5 STAR	42,056.24	4,210.60	0.00	0.00	0.00	46,266.84
10255 PAYROLL - 5 STAR	28.98	0.00	2,274.22	0.00	2,274.22	28.98
10345 OPERATIONAL RESERVE - 5	76,355.09	274.03	0.00	0.00	0.00	76,629.12
10355 CAPITAL RESERVE - 5 STAR	24,076.16	86.41	0.00	0.00	0.00	24,162.57
Total Fund	184,773.65	4,993.41	2,274.22		5,535.35	186,505.93

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
71 PAYROLL CLEARING FUND						
10255 PAYROLL - 5 STAR	0.00	48.31	108,870.10	108,918.41	0.00	0.00
73 CLAIMS CLEARING FUND						
10200 *OPERATING CASH - PREMIER	53.17	0.00	0.00	0.00	0.00	53.17
10205 OPERATING CASH - 5 STAR	131,628.35	0.00	135,627.98	34,007.69	0.00	233,248.64
Total Fund	131,681.52		135,627.98	34,007.69		233,301.81
Totals	6,877,314.14	308,694.12	353,790.94	143,663.18	353,790.94	7,042,345.08

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

10/31/2025



	SECURITY	TYPE	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO %
Lighting - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	3.86%	\$ 2,685.12	3.84%	\$ 103.65				\$ 2,685.12	0.1%
	Insured Bank MMKT	CASH	\$ 1.00	0.15%	\$ 4,639.04	15.00%	\$ 6.96				\$ 4,639.04	0.2%
	JP Morgan Chase NA	CD	\$ 99.77	4.25%	\$ 185,000.00	4.30%	\$ 7,862.50	5/20/2030	N/A	5/20/2025	\$ 185,157.25	9.6%
	BMW Bank NA	CD	\$ 100.00	4.60%	\$ 200,000.00	4.60%	\$ 9,200.00	3/10/2028	35141	3/10/2028	\$ 204,072.00	10.4%
	total:										\$ 396,553.41	
Lighting- Reserve	Fidelity Govt MMKT	CASH	\$ 1.00	3.86%	\$ 692.48	3.84%	\$ 26.73				\$ 692.48	0.0%
	Insured Bank MMKT	CASH	\$ 1.00	0.15%	\$ 3,506.73	15.00%	\$ 5.26				\$ 3,506.73	0.2%
	Morgan Stanley Bank NA	CD	\$ 100.00	4.25%	\$ 165,000.00	4.25%	\$ 7,012.50	3/27/2030	N/A	3/27/2025	\$ 164,815.20	8.6%
	total:										\$ 169,014.41	
Wastewater- LT Mnt	Fidelity Govt MMKT	CASH	\$ 1.00	3.86%	\$ 690.30	3.84%	\$ 26.46				\$ 690.30	0.0%
	Insured Bank MMKT	CASH	\$ 1.00	15.00%	\$ 4,604.62	15.00%	\$ 6.91				\$ 4,604.62	0.2%
	State Bank of India NY FNMA	CD	\$ 100.00	3.75%	\$ 114,000.00	3.75%	\$ 4,275.00	9/30/2030	33682	9/26/2025	\$ 114,053.58	5.9%
		AGCY	\$ 99.55	4.375%	\$ 205,000.00	4.48%	\$ 8,968.75	8/6/2029	N/A	8/6/2024	\$ 205,612.95	10.6%
	AMEX Bank	CD	\$ 100.00	4.10%	\$ 224,000.00	4.10%	\$ 9,184.00	4/30/2030	N/A	4/30/2025	\$ 227,198.72	11.6%
	Fed. Home Loan Bank	AGCY	\$ 100.47	4.75%	\$ 310,000.00	4.64%	\$ 14,725.00	2/6/2029	N/A	2/9/2024	\$ 310,434.00	16.1%
	total:										\$ 862,594.17	
Wastewater - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	3.86%	\$ 990.51	3.84%	\$ 38.23				\$ 990.51	0.1%
	Insured Bank MMKT	CASH	\$ 1.00	0.15%	\$ -	15.00%	\$ -				\$ -	0.0%
	FHLMC	AGCY	\$ 99.77	4.25%	\$ 230,000.00	4.30%	\$ 9,775.00	5/20/2030	N/A	5/20/2025	\$ 230,195.50	11.9%
	Morgan Stanley Bank NA	CD	\$ 100.00	4.60%	\$ 108,000.00	4.60%	\$ 4,968.00	6/6/2030	32292	6/6/2025	\$ 108,015.12	5.6%
	total:										\$ 339,201.13	
Water - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	3.86%	\$ 692.48	3.84%	\$ 26.73				\$ 692.48	0.0%
	Insured Bank MMKT	CASH	\$ 1.00	0.15%	\$ 3,506.73	15.00%	\$ 5.26				\$ 3,506.73	0.2%
	Morgan Stanley Private Bk	CD	\$ 100.00	4.25%	\$ 165,000.00	4.25%	\$ 7,012.50	3/27/2030	N/A	3/27/2025	\$ 164,815.20	8.6%
	total:										\$ 169,014.41	
Total & Average:					\$ 1,928,008.01	4.32%	\$ 83,229.44				\$ 1,936,377.53	100%

DISCLOSURE:

Registered Representative Securities offered through Cambridge Investment Research, Inc., a broker-dealer, member FINRA/SIPC. Investment Advisor Representative Cambridge Investment Research Advisors, Inc., a Registered Investment

SMCSD STATEMENTS OF INFORMATION: As of this report date the District is in compliance with the SMCSD Investment Policy. As of this report date the District has the ability to meet it's expenditure requirements through:

4/30/2026

Kelly Dodds, General Manager SMCSD

Michelle Hido, Financial Officer SMCSD

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 10.3

SUBJECT: Monthly claim detail and investment reports for November 2025 (**Recommend receive and file claim detail and investment report by Board consensus**) (Pg. 235-274)

When ancillary reports are provided they are for reference only and are subject to change.

SUGGESTED ACTION:

Review, Receive and File the attached claim detail and investment reports.

When ancillary reports are provided they are for reference only and are subject to change.

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds



San Miguel Community Services District NOVEMBER 2025 Financial Report

December 9th, 2025

BOARD ACTION: Review the enumeration of Financial Reports for November 2025

NOVEMBER 2025 Revenue: \$598,374.97

Sales Revenue 32.3%, Property Taxes 16.0%, Franchise Fees 0.8%, Other 50.8% (Waterline Grant)

NOVEMBER 2025 Expenses: \$260,386.34

FIRE DEPT PROJECTS:

Fire Temporary Housing Unit

NOVEMBER costs: \$0.00

Escrow amount used: \$277,144.78 (101.01% spent) Interfund Loan amount used: \$72,959.08 (91.2%)

Budget: \$274,378.95 (Res 2022-21,22) + \$80,000.00 (Res 2024-44)

Costs not paid through Escrow to date: \$28,272.68 Total THU Project costs to date: \$361,518.88

Status: In Process

Fire Station Remodel- Budget: none

NOVEMBER costs: \$0.00

Project costs to date: \$5,771.56

Status: In Process

UTILITY DEPT PROJECTS:

WWTF Expansion Resolution 2021-20, 32, 2022-43, 2023-21- by SWRCB Order June 2018

NOVEMBER costs: Permits, Engineering - \$6,077.29

Project costs to date: \$2,193,518.63

Status: In Process

WWTF Resolution 2021-33,34, 2023-21: Membrane Bioreactor- Budget: \$287,590.58/Project Budget:

\$8,309,288.94

NOVEMBER costs: – \$0

Project costs to date: \$333,247.20

Status: In Process

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

NOVEMBER costs: WSC Engineering - \$10,408.25

Project costs to date: \$257,137.20 (65.0% spent)

Status: In Process

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

NOVEMBER costs: \$0

Project costs to date: \$58,098.00 (86% spent)

Status: In Process

**San Miguel Community Services District
NOVEMBER 2025 Financial Report**

LEGAL SERVICES

Invoices: September 2025 services

2025/26 LEGAL EXPENSES TO DATE: \$107,642.08

BOARD MEETINGS:	\$ 2,964.00
CSD BOARD REQUESTS:	\$ 2,904.85
FIRE:	\$ 3,645.00
GENERAL CSD/ADMIN:	\$ 6,423.40
GENERAL HR AND HR CONTRACTS:	\$ 8,943.44
HR INVESTIGATION/ARBITRATION:	\$ -
PUBLIC RECORDS REQUESTS:	\$ 860.00
SEWER:	\$ 3,325.77
SOLID WASTE:	\$ -
STEINBECK:	\$ 50,248.93
WATER:	\$ 540.24
OTHER:	\$ 27,786.45

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

- Fluid Resource Management \$37,141.79 – Contract Operators, Compliance, Spray field, Lift Station
- Rodgers, Anderson, Malody & Scott LLP \$17,550.00 – CPA work, Audit work
- United Rentals \$12,529.73 – Spray field
- HydroPro Solutions \$10,784.68 – Allegro UTG Kit
- Scheevel Engineering \$6,900.00 – WWTF Pond Evaluation

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

CalPERS (Employer costs only)	\$11,672.04
PG&E (Facilities & Lighting)	\$14,471.69
US Bank SMCSD Credit Cards	\$1,635.43
WEX Bank SMCSD District Vehicle Fuel	\$911.37

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

RECOMMENDATION:

Please Review these November 2025 SMCSD Financial Reports.

PREPARED BY:

Michelle Hido, Financial Officer

REVIEWED BY:

Kelly Dodds, General Manager

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11973 1 S6143416.001	50620S 10/28/25	671 ALAMEDA ELECTRICAL DIST SPRAYFIELD	304.88 304.88*			40 64000	582		10205
11974 1 S6145385.001	50620S 10/30/25	671 ALAMEDA ELECTRICAL DIST SPRAYFIELD	10.53 10.53*			40 64000	582		10205
11975 1 S6146206.001	50620S 10/31/25	671 ALAMEDA ELECTRICAL DIST SPRAYFIELD	757.75 757.75*			40 64000	582		10205
11976 1 S6147096.001	50620S 11/03/25	671 ALAMEDA ELECTRICAL DIST SPRAYFIELD	712.93 712.93*			40 64000	582		10205
Total for Vendor:			1,786.09						
11946 1 RI155980	50601S 10/03/25	743 API ATLAS PERFORMANCE NOV CSD OFFICE TRAILER RENTAL	2,200.00 110.00			30 63000	949		10205
2 RI155980	10/03/25	NOV CSD OFFICE TRAILER RENTAL	990.00			40 64000	949		10205
3 RI155980	10/03/25	NOV CSD OFFICE TRAILER RENTAL	990.00			50 65000	949		10205
4 RI155980	10/03/25	NOV CSD OFFICE TRAILER RENTAL	110.00			60 66000	949		10205
Total for Vendor:			2,200.00						
11972 1 11102025	-98590E 11/02/25	714 AT&T MOBILITY FIRE CELL PHONES OCT FIRE CELL PHONE - SM FIRE	280.79 45.39*			20 62000	465		10205
2 11102025	11/02/25	OCT FIRE CELL PHONE - YOUNG	50.44*			20 62000	465		10205
3 11102025	11/02/25	OCT FIRE DISPATCH SERVICE PROG	184.96*			20 62000	465		10205
Total for Vendor:			280.79						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11979 1 865	50621S 11/05/25	622 BALDWIN ELECTRIC SERVICE SPRAYFIELD	3,811.98 3,811.98*			40 64000	582		10205
Total for Vendor:			3,811.98						
11944 1 171696	50602S 11/04/25	573 BURT INDUSTRIAL SUPPLY VALVE,HOSE,ADAPTR PVC	543.21 543.21*			40 64000	582		10205
11983 1 169880	50622S 10/03/25	573 BURT INDUSTRIAL SUPPLY SPRAYFIELD	1,568.22 1,568.22			40 64000	587		10205
11984 1 171722	50622S 11/05/25	573 BURT INDUSTRIAL SUPPLY SPRAYFIELD	10.39 10.39*			40 64000	582		10205
11985 1 171954	50622S 11/10/25	573 BURT INDUSTRIAL SUPPLY SPRAYFIELD	1,306.85 1,306.85*			40 64000	582		10205
Total for Vendor:			3,428.67						
11964 1 123266-125	-98593E 09/14/25	712 CIO SOLUTIONS OCT IT SUPPORT CSD & BOD	3,152.40 807.53			20 62000	321		10205
2 123266-125	09/14/25	OCT IT SUPPORT CSD & BOD	89.72			30 63000	321		10205
3 123266-125	09/14/25	OCT IT SUPPORT CSD & BOD	863.02			40 64000	321		10205
4 123266-125	09/14/25	OCT IT SUPPORT CSD & BOD	1,201.32			50 65000	321		10205
5 123266-125	09/14/25	OCT IT SUPPORT CSD & BOD	59.81			60 66000	321		10205
6 123266-125	09/14/25	OCT IT SUPPORT BOD SPLIT	6.63			20 62000	321		10205
7 123266-125	09/14/25	OCT IT SUPPORT BOD SPLIT	1.17			30 63000	321		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	09/14/25	OCT IT SUPPORT BOD SPLIT	14.26			40 64000	321		10205
123266-125									
9	09/14/25	OCT IT SUPPORT BOD SPLIT	17.77			50 65000	321		10205
123266-125									
10	09/14/25	OCT IT SUPPORT BOD SPLIT	1.17			60 66000	321		10205
123266-125									
11	09/14/25	OCT ER/FIRE PREVENTION	90.00			20 62000	321		10205
123266-125									
		Total for Vendor:	3,152.40						
11967	50623S	429 COUNTY OF SLO- ENV HEALTH	265.70						
1	11/06/25	BACKFLOW PREVENTION	265.70			50 65000	362		10205
		Total for Vendor:	265.70						
11935	-98596E	654 CULLIGAN WATER	37.45						
1	10/31/25	OCT WATER DELIVERY	18.72			40 64000	305		10205
574122									
2	10/01/25	OCT WATER DELIVERY	18.73			50 65000	305		10205
567428									
		Total for Vendor:	37.45						
11968	50624S	109 FERGUSON ENTERPRISES	2,359.51						
1	11/05/25	SPRAYFIELD EQUIPT	2,359.51*			40 64000	582		10205
6321633									
11969	50624S	109 FERGUSON ENTERPRISES	14.90						
1	10/31/25	4X3 PVC SWR	14.90			40 64000	353		10205
6326690									
11970	50624S	109 FERGUSON ENTERPRISES	151.22						
1	10/30/25	PVC SWR, G-5BOX, G-5C LID	151.22			40 64000	353		10205
6320758									
		Total for Vendor:	2,525.63						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11925 1 W25047	50603S 10/27/25	401 FLUID RESOURCE MANAGEMENT LIFT STATION REPAIR	3,046.48 3,046.48*			40 64000	582		10205
11926 1 W25106	50603S 10/28/25	401 FLUID RESOURCE MANAGEMENT FIRE FLOW TESTING	1,212.50 1,212.50			50 65000	353		10205
11927 1 W25103	50603S 10/28/25	401 FLUID RESOURCE MANAGEMENT SPRAY FIELD	12,581.26 12,581.26*			40 64000	582		10205
11928 1 TW250953	50603S 10/23/25	401 FLUID RESOURCE MANAGEMENT CONTRACT OPERATOR- W 9/25	4,792.50 4,522.50			50 65000	361		10205
2 TW250953	10/23/25	CONTRACT COMPLIANCE- W 9/25	270.00			50 65000	651		10205
11929 1 TWW250952	50603S 10/23/25	401 FLUID RESOURCE MANAGEMENT CONTRACT OPERATOR- WW 9/25	15,509.05 7,462.32			40 64000	361		10205
2 TWW250952	10/23/25	CONTRACT COMPLIANCE- WW 9/25	8,046.73			40 64000	651		10205
Total for Vendor:			37,141.79						
11951 A0702 Service Period: 11/2025	50604S	125 GREAT WESTERN ALARM UTILITIES EMERGENCY	110.00						
1 251002242101	11/01/25	NOV Answering Service	55.00			40 64000	380		10205
2 251002242101	11/01/25	NOV Answering Service	55.00			50 65000	380		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11952	50604S	125 GREAT WESTERN ALARM	38.00						
		GW-661 Service Period: 10/2025							
1	11/01/25	NOV Alarm Monitoring	38.00			20 62000	380		10205
		251000545101							
		Total for Vendor:	148.00						
11950	50605S	77 HAMNER, JEWELL & ASSOC	37.50						
1	10/14/25	MONITORING WELL 4B	37.50			40 64000	587		10205
		205087							
		Total for Vendor:	37.50						
11948	50606S	724 HYDROPRO SOLUTIONS WEST INC	10,784.68						
1	10/17/25	ALLEGRO UTG KIT	10,784.68			50 65000	525 22006		10205
		0004323							
		Total for Vendor:	10,784.68						
11943	50607S	147 JB DEWAR	1,758.13						
1	10/24/25	Clear Diesel- 42.50 GAL	229.92			20 62000	485		10205
		431172							
2	10/24/25	Clear Diesel- 282.5 GAL WW	1,528.21			40 64000	485		10205
		431172							
		Total for Vendor:	1,758.13						
11982	50625S	553 MOSS, LEVY & HARTZHEIM LLP	3,000.00						
		Audit 2024/25 2 OF 3							
1	10/31/25	Audit 2024/25 2/3	810.00			20 62000	323		10205
		I-10094							
2	10/31/25	Audit 2024/25 2/3	90.00			30 63000	323		10205
		I-10094							
3	10/31/25	Audit 2024/25 2/3	840.00			40 64000	323		10205
		I-10094							
4	10/31/25	Audit 2024/25 2/3	1,200.00			50 65000	323		10205
		I-10094							
5	10/31/25	Audit 2024/25 2/3	60.00			60 66000	323		10205
		I-10094							
		Total for Vendor:	3,000.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11966	50626S	701 NICK'S TELECOM	791.09						
E8696	INST 3	BATTERY CHARGERS, GROUND WIRE, PA SYSTEM							
1	11/14/25	E8696 MOUNT BTRY CHRGR&WIRE	791.09*			20 62000	351		10205
7485									
Total for Vendor:			791.09						
12023	-98585E	208 PG&E #6480-8	1,230.46						
Acct #8565976480-8									
1	11/20/25	12th & K 8565976725	10.64			30 63000	381		10205
2	11/20/25	11TH STREET - 8562053214	51.08			30 63000	381		10205
3	11/20/25	RIO MESA CIR - 8564394360	25.28			30 63000	381		10205
5	11/20/25	MISSION/14TH - 8569413449	29.82			30 63000	381		10205
6	11/20/25	VERDE/RIO MESA - 8560673934	63.21			30 63000	381		10205
7	11/20/25	Mission Heights - 8565976482	184.51			30 63000	381		10205
8	11/20/25	MISSION S. 14TH - 8561483265	14.92			30 63000	381		10205
9	11/20/25	Tract 2605 - 8565976109	39.55			30 63000	381		10205
10	11/20/25	9898 River Rd. - 8565976002	363.46			30 63000	381		10205
11	11/20/25	9898 River Rd. - 8565976004	42.37			30 63000	381		10205
12	11/20/25	9898 River Rd. - 8565976008	201.45			30 63000	381		10205
13	11/20/25	9898 River Rd. - 8565976014	69.39			30 63000	381		10205
14	11/20/25	9898 River Rd. - 8565976481	49.05			30 63000	381		10205
15	11/20/25	9898 River Rd. - 8565976483	19.81			30 63000	381		10205
16	11/20/25	9898 River Rd. - 8564493469	42.34			30 63000	381		10205
17	11/20/25	9898 River Rd. - 8566057583	5.54			30 63000	381		10205
18	11/20/25	9898 River Rd. - 8567190874	7.76			30 63000	381		10205
19	11/20/25	9898 River Rd. - 8567609307	8.06			30 63000	381		10205
20	11/20/25	9898 River Rd. - 8567804810	2.22			30 63000	381		10205
Total for Vendor:			1,230.46						
12022	-98586E	209 PG&E #6851-8	13,241.23						
Acct #3675186851-8									
1	11/20/25	Old Fire Station/1297 L St	25.28			20 62000	381		10205
2	11/20/25	Fire Station/1150 Mission	9.87			20 62000	381		10205
3	11/20/25	Water Works #1/Well 3	1,752.15			50 65000	381		10205
4	11/20/25	Bonita Pl & 16th/Well 4	2,872.90			50 65000	381		10205
5	11/20/25	N St/WWTF	6,997.06			40 64000	381		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6	11/20/25	2HP Booster Station	20.47			50 65000	381		10205
7	11/20/25	Mission Heights Booster	9.86			50 65000	381		10205
8	11/20/25	14th St. & K St.	95.73			50 65000	381		10205
9	11/20/25	942 Soka Way lift station	102.51			40 64000	379		10205
10	11/20/25	Missn&12th Landscape-St light	172.89			30 63000	381		10205
11	11/20/25	SLT Well	1,182.51			50 65000	381		10205
Total for Vendor:			13,241.23						
11947	50608S	25 QUEST PLANNING, INC	218.75						
1	10/31/25	WWTF PERMIT ASSISTANCE	218.75			40 64000	587	20001	10205
2101									
Total for Vendor:			218.75						
11981	50627S	70 RODGERS, ANDERSON, MALODY &	17,550.00						
1	10/31/25	CPA AUDIT WORK	4,738.50*			20 62000	325		10205
79016									
2	10/31/25	CPA AUDIT WORK	526.50*			30 63000	325		10205
79016									
3	10/31/25	CPA AUDIT WORK	4,914.00*			40 64000	325		10205
79016									
4	10/31/25	CPA AUDIT WORK	7,020.00*			50 65000	325		10205
79016									
5	10/31/25	CPA AUDIT WORK	351.00*			60 66000	325		10205
79016									
Total for Vendor:			17,550.00						
11934	50609S	609 SAN LUIS POWERHOUSE	497.90						
		SERVICE TANK SITE GENERATOR							
1	11/04/25	SERVICE TANK SITE GENERATOR	497.90*			50 65000	351		10205
54058									
Total for Vendor:			497.90						
11986	50628S	481 SAN MIGUEL COMMUNITY SERVICES	746.68						
		OCT 2025 DISTRICT WATER USE							
1	11/15/25	1150 MISSION ST SMFD 1004-00	127.94			20 62000	384		10205
2	11/15/25	1150 MISSION BACKFLOW 1004B-00	2.00			20 62000	384		10205
3	11/15/25	1140 MISSION ST THU 1001-00	127.94			20 62000	384		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	11/15/25 1765	BONITA PL CSD 27475-00	52.04			40 64000	384		10205
5	11/15/25 8687	MARTNZ DR SLT WELL 21101	108.72			50 65000	384		10205
6	11/15/25 942	SOKA WAY 20840-00	34.92			40 64000	384		10205
7	11/15/25 1581	BONITA PL - WELL 4 15034	66.44			50 65000	384		10205
8	11/15/25 610	12TH ST - WELL 3 1102-00	48.32			50 65000	384		10205
9	11/15/25 1199	MISSION IRIG MTR 27476-00	68.83			30 63000	384		10205
10	11/15/25 1203	MISSION IRIG MTR 20547-00	109.53			30 63000	384		10205
		Total for Vendor:	746.68						
11980	50629S	238 SAN MIGUEL GARBAGE	119.31						
ACCT#	318691								
1	11/01/25	OCT 2025	59.65			40 64000	383		10205
110125									
2	11/01/25	OCT 2025	59.66			50 65000	383		10205
110125									
		Total for Vendor:	119.31						
11949	50610S	731 SAN MIGUEL SENIORS CENTER	125.00						
OCT 23		BOARD MEETING @ SMSC							
1	10/23/25	OCT 23 SPECIAL MEETING 2.5 HRS	33.75			20 62000	341		10205
2	10/12/03	OCT 23 SPECIAL MEETING 2.5 HRS	3.75			30 63000	341		10205
3	10/23/25	OCT 23 SPECIAL MEETING 2.5 HRS	35.00			40 64000	341		10205
4	10/23/25	OCT 23 SPECIAL MEETING 2.5 HRS	50.00			50 65000	341		10205
5	10/23/25	OCT 23 SPECIAL MEETING 2.5 HRS	2.50			60 66000	341		10205
		Total for Vendor:	125.00						
11977	50630S	85 SCHEEVEL ENGINEERING	6,900.00						
1	11/06/25	WWTF POND EVAL 2025-36	6,900.00*			40 64000	582		10205
1696									
		Total for Vendor:	6,900.00						
11923	-98597E	657 SOCALGAS	63.76						
1	10/01/25	NOV LIFT STATION 942 SOKA WAY	19.10			40 64000	396		10205
2	10/01/25	NOV SLT WELL 8687 MARTINEZ	14.79			50 65000	396		10205
3	10/01/25	NOV WELL 3 NAT.GAS 610 12TH	29.87			50 65000	396		10205
		Total for Vendor:	63.76						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11945	-98595E	67 SPECTRUM/CHARTER COMMUNICATIONS	5,038.63						
	Acct# 212691601	Spectrum Enterprise Internet							
		Service 11/01/25 - 11/30/25							
	1	11/01/25 NOV WWTF FIBER	68.33			30 63000	375		10205
	212691601110125								
	2	11/01/25 NOV WWTF FIBER	614.98			40 64000	375		10205
	212691601110125								
	3	11/01/25 NOV WWTF FIBER	614.99			50 65000	375		10205
	212691601110125								
	4	11/01/25 NOV WWTF FIBER	68.33			60 66000	375		10205
	212691601110125								
	5	11/01/25 NOV POWER RD	965.60			50 65000	375		10205
	212691601110125								
	6	11/01/25 NOV MAIN TANK 10TH ST	517.28			50 65000	375		10205
	212691601110125								
	7	11/01/25 NOV SLT TANK MARTINEZ DR	517.28			50 65000	375		10205
	212691601110125								
	8	11/01/25 NOV WELL 3 610 12TH ST	517.28			50 65000	375		10205
	212691601110125								
	9	11/01/25 NOV LIFT STATION 942 SOKA WAY	517.28			40 64000	375		10205
	212691601110125								
	10	11/01/25 NOV 1581 16TH ST	517.28			50 65000	375		10205
	212691601110125								
	11	11/01/25 NOV FIRE STATION RING CENTRAL	0.00			20 62000	375		10205
	212691601110125								
	12	11/01/25 NOV LIFT STATION 942 SOKA WAY	120.00			40 64000	375		10205
	212691601110125								
		Total for Vendor:	5,038.63						
11962	-98594E	43 STERICYCLE, INC	6.92						
	1	10/18/25 SHRED CONTAINER	0.35			30 63000	305		10205
	8012338334								
	2	10/18/25 SHRED CONTAINER	3.11			40 64000	305		10205
	8012338334								
	3	10/18/25 SHRED CONTAINER	3.11			50 65000	305		10205
	8012338334								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	10/18/25	SHRED CONTAINER	0.35			60 66000	305		10205
	8012338334								
		Total for Vendor:	6.92						
11956	50631S	534 STREAMLINE	1,568.00						
		DOC ACCESS PRO- Annual							
		Service for Nov 2025- June 2026							
		DA029807-0014							
1	11/14/25	DOCACCESS PROG ANNUAL 25/26	423.36*			20 62000	376		10205
		DAO29807-0018							
2	11/14/25	DOCACCESS PROG ANNUAL 25/26	47.04*			30 63000	376		10205
		DAO29807-0018							
3	11/14/25	DOCACCESS PROG ANNUAL 25/26	439.04*			40 64000	376		10205
		DAO29807-0018							
4	11/14/25	DOCACCESS PROG ANNUAL 25/26	627.20*			50 65000	376		10205
		DAO29807-0018							
5	11/14/25	DOCACCESS PROG ANNUAL 25/26	31.36*			60 66000	376		10205
		DAO29807-0018							
		Total for Vendor:	1,568.00						
11922	50611S	378 SWIFT TECTONICS, INC.	4,488.00						
		HAND DIG EXISTING WATER LINE							
1	08/21/25	EMERGENCY WATER REPAIR	4,488.00			50 65000	353		10205
		7067							
		Total for Vendor:	4,488.00						
11957	50612S	282 THE BLUEPRINTER	18.00						
1	10/31/25	CAMPBELL	18.00			20 62000	503		10205
		125-1239							
11958	50612S	282 THE BLUEPRINTER	143.55						
1	10/31/25	PATIENT CARE FORMS	143.55			20 62000	450		10205
		125-1515							
		Total for Vendor:	161.55						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11924	50613S	629 TNT FIREWORKS	500.00						
		REFUNDABLE CLEAN UP BOND SMF 2025							
1	07/25/25	REFUND OF CLEANUP BOND	500.00			20 62000	820		10205
2025									
		Total for Vendor:	500.00						
11933	50614S	88 UNITED RENTALS (NORTH AMERICA),	8,190.66						
1	10/17/25	SPRAY FIELD	8,190.66*			40 64000	582		10205
254051040-001									
11978	50632S	88 UNITED RENTALS (NORTH AMERICA),	4,339.07						
1	11/11/25	SPRAY FIELD	4,339.07*			40 64000	582		10205
254051040-002									
		Total for Vendor:	12,529.73						
12024	-98584E	301 US BANK	1,382.01						
		KD STATEMENT DATE 11/22/2025							
1	10/24/25	IRRIGATION KING- SPRINKLER	530.89*			40 64000	582		10205
KD NOV 25									
2	11/07/25	SP FIRSSTAIDONLY- REFILL	39.77			40 64000	348		10205
KD NOV 25									
3	11/07/25	SP FIRSSTAIDONLY- REFILL	39.78			50 65000	348		10205
KD NOV 25									
4	11/06/25	LOWES- SPRAYFIELD	114.07			40 64000	587		10205
KD NOV 25									
5	11/13/25	O'REILLY WASH FLUID	10.86			40 64000	354		10205
KD NOV 25									
6	11/13/25	O'REILLY WASH FLUID	10.87			50 65000	354		10205
KD NOV 25									
7	11/21/25	AED SUPERSTORE- CPR PADS	370.01			40 64000	348		10205
KD NOV 25									
8	11/21/25	AED SUPERSTORE- CPR PADS	370.02			50 65000	348		10205
KD NOV 25									
9900	12026	11/03/25 ICC- CODES- CRDIT FOR DBL BILL	-104.26			20 62000	385		10205
CI	32								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12025	-98583E	301 US BANK	253.42						
		TP STATEMENT DATE 11/22/25							
1	10/23/25	USPS- PR TAX & STAMPS	44.95			20 62000	315		10205
		TP NOV 25							
2	10/23/25	USPS- PR TAX & STAMPS	4.99			30 63000	315		10205
		TP NOV 25							
3	10/23/25	USPS- PR TAX & STAMPS	46.62			40 64000	315		10205
		TP NOV 25							
4	10/23/25	USPS- PR TAX & STAMPS	66.59			50 65000	315		10205
		TP NOV 25							
5	10/23/25	USPS- PR TAX & STAMPS	3.33			60 66000	315		10205
		TP NOV 25							
6	10/24/25	CHECKS FOR LESS- DEPOSIT SLIPS	21.67			20 62000	410		10205
		TP NOV 25							
7	10/24/25	CHECKS FOR LESS- DEPOSIT SLIPS	2.40			30 63000	410		10205
		TP NOV 25							
8	10/24/25	CHECKS FOR LESS- DEPOSIT SLIPS	22.47			40 64000	410		10205
		TP NOV 25							
9	10/24/25	CHECKS FOR LESS- DEPOSIT SLIPS	32.10			50 65000	410		10205
		TP NOV 25							
10	10/24/25	CHECKS FOR LESS- DEPOSIT SLIPS	1.60			60 66000	410		10205
		TP NOV 25							
11	10/27/25	DG BLEACH	3.35			40 64000	305		10205
		TP NOV 25							
12	10/27/25	DG BLEACH	3.35			50 65000	305		10205
		TP NOV 25							
12026	-98582E	301 US BANK	0.00						
		SY STATEMENT DATE 11/22/25							
1	10/31/25	DG- WATER	71.00			20 62000	305		10205
		SY NOV 25							
3	11/03/25	CURTIS WEB- GLOVES	421.59			20 62000	348		10205
		SY NOV 25							
4	11/05/25	AMZ- ANTENNA	76.62*			20 62000	465		10205
		SY NOV 25							
5	11/13/25	SMS- TACTICAL POLOS	144.85			20 62000	495		10205
		SY NOV 25							

* ... Over spent expenditure

Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9900 CI	12026 32	11/03/25 ICC- CODES- CRDIT FOR DBL BILL	-714.06			20 62000	385		10205
Total for Vendor:			1,635.43						
11959 OCT BILLING	50615S 1	327 VALLI INFORMATION SYSTEMS 10/23/25 OCT WEB POSTING, POSTAGE	844.39 239.84			40 64000	374		10205
102969	2	10/23/25 OCT WEB POSTING, POSTAGE	239.85			50 65000	374		10205
102969	3	10/23/25 OCT PRINTING	106.35			40 64000	374		10205
102969	4	10/23/25 OCT PRINTING	106.35			50 65000	374		10205
102969	5	10/23/25 PRINTED INSERT CODE ENFORCEMNT	152.00			20 62000	395		10205
102969									
Total for Vendor:			844.39						
11965	-98592E	511 VERIZON TABLETS: UTILITIES x4 CELL PHONE: TMP, MS, TP, KD, DP	332.08						
10/09/25	-11/08/25								
1	11/05/25	OCT UTILITIES CELL PHONES X7	13.59			30 63000	465		10205
6127980973	2	11/05/25 OCT UTILITIES CELL PHONES X7	122.57			40 64000	465		10205
6127980973	3	11/05/25 OCT UTILITIES CELL PHONES X7	122.27			50 65000	465		10205
6127980973	4	11/05/25 OCT UTILITIES CELL PHONES X7	13.59			60 66000	465		10205
6127980973	6	11/05/25 OCT UTILITIES TABLETS X3	1.50			30 63000	465		10205
6127980973	7	11/05/25 OCT UTILITIES TABLETS X3	13.53			40 64000	465		10205
6127980973	8	11/05/25 OCT UTILITIES TABLETS X3	13.53			50 65000	465		10205
6127980973	9	11/05/25 OCT UTILITIES TABLETS X3	1.50			60 66000	465		10205
6127980973									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10	11/05/25	OCT 4GB DATA PLAN	1.50			30 63000	465		10205
6127980973									
11	11/05/25	OCT 4GB DATA PLAN	13.50			40 64000	465		10205
6127980973									
12	11/05/25	OCT 4GB DATA PLAN	13.50			50 65000	465		10205
6127980973									
13	11/05/25	OCT 4GB DATA PLAN	1.50			60 66000	465		10205
6127980973									
Total for Vendor:			332.08						
11942	50616S	310 VIBORG SAND & GRAVEL, INC.	843.64						
1	11/04/25	WASHED SAND- SPRAY FIELD	843.64*			40 64000	582		10205
53687									
Total for Vendor:			843.64						
11955	50617S	732 WALLACE GROUP	4,138.75						
PROJ# 0406-0031-00									
1	11/03/25	WWTF ENGINEERING 2022-43	4,138.75			40 64000	587	20001	10205
66184									
Total for Vendor:			4,138.75						
11931	50618S	717 WATER SYSTEMS CONSULTING, INC	7,312.50						
PRJ 2295-11951									
1	09/30/25	DISTRICT ENGINEERING 24-25	713.62*			40 64000	326		10205
11665 PRJ 2295-11951									
2	09/30/25	DISTRICT ENGINEERING 24-25	713.63			50 65000	326		10205
11665 PRJ 2295-11951									
3		TANK REHAB RES2022-64	0.00			50 65000	326		10205
4		SLT TANK/BOOSTER RES2022-66	0.00			50 65000	326	21007	10205
5		INDIAN VALLEY TRACT	0.00			40 64000	966		10205
6		INDIAN VALLEY TRACT	0.00*			50 65000	966		10205
7		ALLEY WATERLINE REPLACEMENT	0.00			50 65000	326		10205
8		PASO BASIN COOP COMMITTEE	0.00			50 65000	324		10205
9		777MONTEREY APR FIRE FLOW	0.00			50 65000	326		10205
10		DWSRF GRANT COORD	0.00			50 65000	326		10205
11		MAGDELENA WILL SERVE	0.00*			40 64000	326		10205
12		MAGDELENA WILL SERVE	0.00			50 65000	326		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
13	09/30/25	WWTF POND DREDGING	3,562.25*			40 64000	326		10205
11665		PRJ 2295-11951							
14	09/30/25	PERC POND REHAB	1,313.00*			40 64000	326		10205
11665		PRJ 2295-11951							
15	09/30/25	3W PIPELINE GRANT SUPPORT	1,010.00*			40 64000	326		10205
11665		PRJ 2295-11951							
16		SSMP UPDATE RFP	0.00*			40 64000	326		10205
11953	50618S	717 WATER SYSTEMS CONSULTING, INC	7,217.50						
		PRJ 2295-11951							
1	09/30/25	WATER MASTER PLAN UPDATE	5,528.00*			40 64000	326		10205
11643		PRJ 2295-12071							
2	09/30/25	W.WATER MASTER PLAN UPDATE	1,689.50			50 65000	326		10205
11643		PRJ 2295-12071							
11954	50618S	717 WATER SYSTEMS CONSULTING, INC	10,408.25						
		PROJECTS 2295-11951							
		PRJ# 21008							
2023-44									
1	09/30/25	SEWER LINING & MANHOLE REHAB	10,408.25			40 64000	963	21008	10205
11644		PRJ 2295-11951							
Total for Vendor:			24,938.25						
11971	-98591E	612 WEX BANK	911.37						
		FUEL BILL CLOSING DATE: 11/07/25							
1	11/07/25	FUEL 8600 SEPT	179.06			20 62000	485		10205
108631443									
2	11/07/25	FUEL 8601 SEPT	0.00			20 62000	485		10205
108631443									
3	11/07/25	FUEL 8668 SEPT	0.00			20 62000	485		10205
108631443									
4	11/07/25	FUEL OES	0.00			20 62000	307		10205
108631443									
5	11/07/25	FUEL U8632 SEPT	223.84			40 64000	485		10205
108631443									
8	11/07/25	FUEL U8632 SEPT	223.85			50 65000	485		10205
108631443									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9	11/07/25	FUEL U8634 SEPT	0.00			40 64000	485		10205
108631443									
10	11/07/25	FUEL U8634 SEPT	0.00			50 65000	485		10205
108631443									
11	11/07/25	FUEL U8636 SEPT	144.46			50 65000	485		10205
108631443									
12	11/07/25	FUEL U8636 SEPT	144.46			40 64000	485		10205
108631443									
13	11/07/25	REBATE ADJUSTMENT	-0.84			20 62000	485		10205
108631443									
14	11/07/25	REBATE ADJUSTMENT	-1.73			40 64000	485		10205
108631443									
15	11/07/25	REBATE ADJUSTMENT	-1.73			50 65000	485		10205
108631443									
Total for Vendor:			911.37						
11960	50619S	473 WHITE BRENNER LLP	21,234.95						
FOR LEGAL SERVICES SEP 2025									
1		SEP SOLID WASTE LEGAL	0.00			60 66000	327		10205
2	10/20/25	SEP REAL ESTATE/LAND USE	1,660.16*			20 62000	327		10205
53638	OCT								
3	10/20/25	SEP REAL ESTATE/LAND USE	252.80			40 64000	327		10205
53638	OCT								
4		SEP WATER LEGAL	0.00			40 64000	327		10205
5	10/20/25	SEP WATER LEGAL	64.78			50 65000	327		10205
53632	OCT								
6	10/20/25	SEP STEINBECK V SLO	7,880.32*			50 65000	332		10205
53631	OCT								
7		SEP FIRE LEGAL	0.00*			20 62000	327		10205
8	10/20/25	SEP SEWER LEGAL	226.73			40 64000	327		10205
53634	OCT								
9		SEP SEWER LEGAL	0.00			50 65000	327		10205
10	10/20/25	SEP CONTRACTS	221.20*			20 62000	327		10205
53636	OCT								
11	10/20/25	SEP CONTRACTS	1,464.66			40 64000	327		10205
53636	OCT								
12	10/20/25	SEP CONTRACTS	63.20			50 65000	327		10205
53636	OCT								

* ... Over spent expenditure

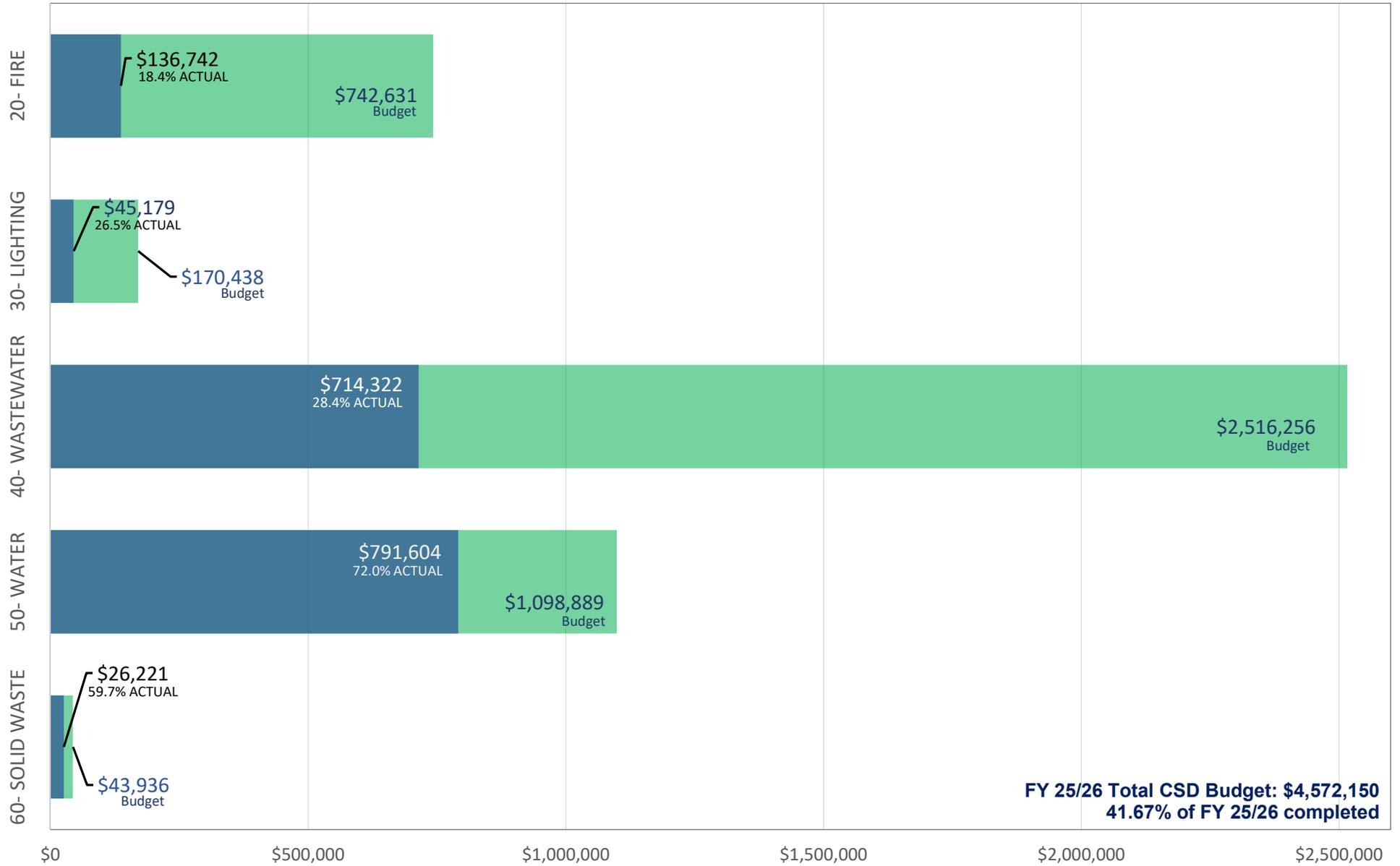
Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
13	SEP SEIU MOU LEGAL		0.00			50 65000	331		10205
14	10/20/25 SEP HR LEGAL		662.15*			20 62000	333		10205
53633	OCT								
15	SEP HR LEGAL		0.00			30 63000	333		10205
16	SEP HR LEGAL		0.00			40 64000	333		10205
17	SEP HR LEGAL		0.00			50 65000	333		10205
18	SEP HR LEGAL		0.00			60 66000	333		10205
19	10/20/25 SEP GENERAL LEGAL - ADMIN		3,649.30*			20 62000	327		10205
53630	OCT								
20	10/20/25 SEP GENERAL LEGAL - ADMIN		63.68			30 63000	327		10205
53630	OCT								
21	10/20/25 SEP GENERAL LEGAL - ADMIN		916.96			40 64000	327		10205
53630	OCT								
22	10/20/25 SEP GENERAL LEGAL - ADMIN		904.22			50 65000	327		10205
53630	OCT								
23	10/20/25 SEP GENERAL LEGAL - ADMIN		50.94			60 66000	327		10205
53630	OCT								
24	10/20/25 SEP BOARD MEMBER REQUESTS		180.96*			20 62000	327		10205
53639	OCT								
25	10/20/25 SEP BOARD MEMBER REQUESTS		3.02			30 63000	327		10205
53639	OCT								
26	10/20/25 SEP BOARD MEMBER REQUESTS		43.43			40 64000	327		10205
53639	OCT								
27	10/20/25 SEP BOARD MEMBER REQUESTS		42.83			50 65000	327		10205
53639	OCT								
28	10/20/25 SEP BOARD MEMBER REQUESTS		2.41			60 66000	327		10205
53639	OCT								
29	10/20/25 SEP LABOR & EMPLOYMENT		1,698.18*			20 62000	333		10205
53637	OCT								
30	10/20/25 SEP LABOR & EMPLOYMENT		20.34			30 63000	333		10205
53637	OCT								
31	10/20/25 SEP LABOR & EMPLOYMENT		267.34			40 64000	333		10205
53637	OCT								
32	10/20/25 SEP LABOR & EMPLOYMENT		264.22			50 65000	333		10205
53637	OCT								
33	10/20/25 SEP LABOR & EMPLOYMENT		17.22			60 66000	333		10205
53637	OCT								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
34	10/20/25	SEP LITIGATION	77.74*			20 62000	327		10205
53635	OCT								
35	10/20/25	SEP LITIGATION	8.10			30 63000	327		10205
53635	OCT								
36	10/20/25	SEP LITIGATION	116.60			40 64000	327		10205
53635	OCT								
37	10/20/25	SEP LITIGATION	114.98			50 65000	327		10205
53635	OCT								
38	10/20/25	SEP LITIGATION	6.48			60 66000	327		10205
53635	OCT								
39	10/20/25	SEP PRA	233.00*			20 62000	319		10205
53630	OCT								
40	SEP PRA		0.00			30 63000	319		10205
41	10/20/25	SEP PRA	57.00			40 64000	319		10205
53630	OCT								
42	SEP PRA		0.00			50 65000	319		10205
43	SEP PRA		0.00			60 66000	319		10205
Total for Vendor:			21,234.95						
# of Claims			60	Total:	191,014.68	# of Vendors	30		
Total Electronic Claims					25,930.52				
Total Non-Electronic Claims					165084.16				

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10205 OPERATING CASH - 5 STAR	17,879.42
30 STREET LIGHTING DEPARTMENT	
10205 OPERATING CASH - 5 STAR	2,637.69
40 WASTEWATER DEPARTMENT	
10205 OPERATING CASH - 5 STAR	113,456.47
50 WATER DEPARTMENT	
10205 OPERATING CASH - 5 STAR	56,258.01
60 SOLID WASTE DEPARTMENT	
10205 OPERATING CASH - 5 STAR	783.09
Total:	191,014.68

P11 2025 San Miguel CSD Revenue Actual vs Budget



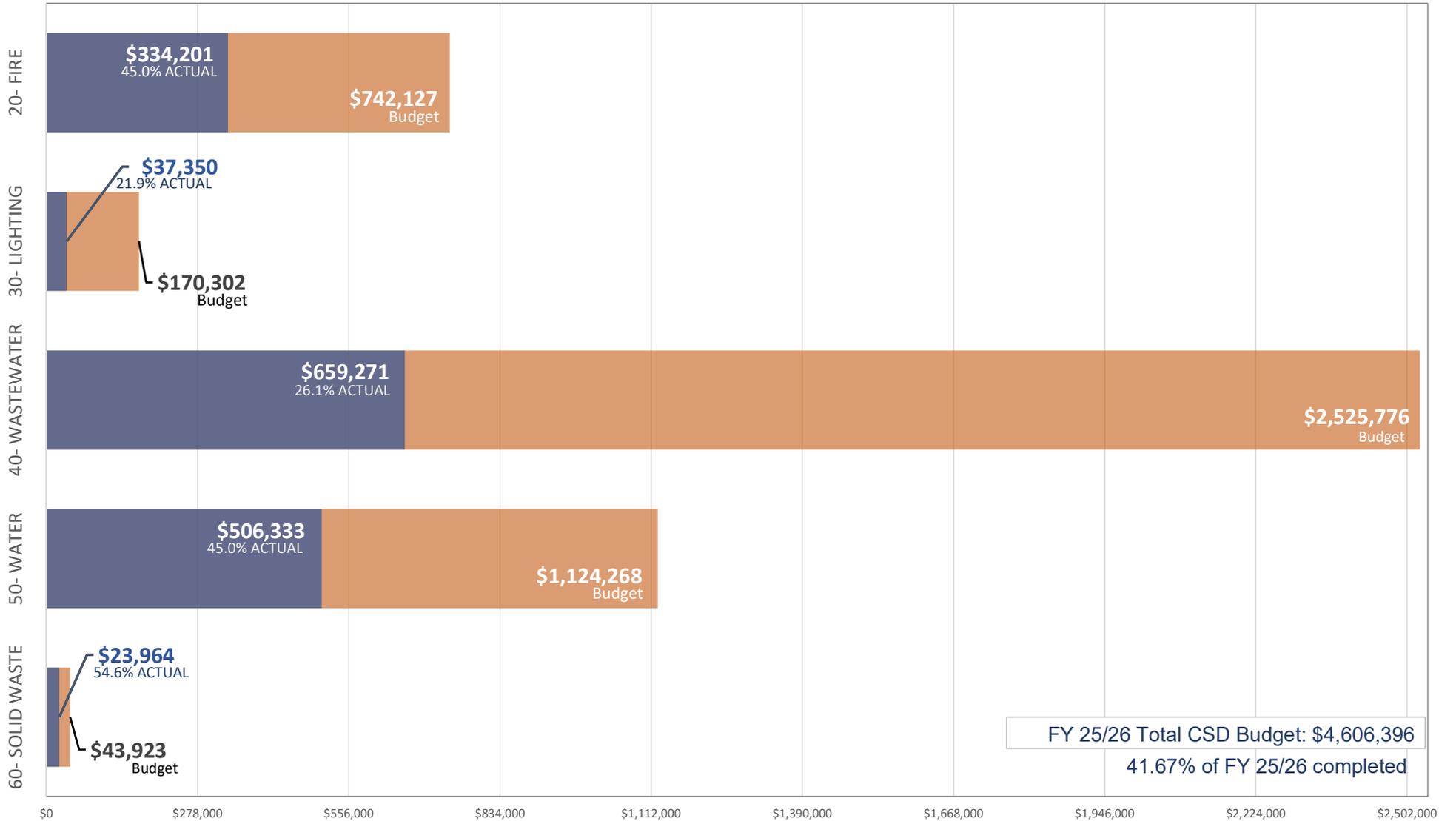
Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	2,659.00	2,659.00	0.00	-2,659.00	%
40300	Fireworks Permit Fees	0.00	0.00	4,346.00	4,346.00	0 %
40320	Fire Impact Fees	0.00	0.00	3,000.00	3,000.00	0 %
40420	Ambulance Reimbursement	0.00	1,425.33	4,500.00	3,074.67	32 %
40500	State Fire Grants	0.00	19,867.70	73,000.00	53,132.30	27 %
	Account Group Total:	2,659.00	23,952.03	84,846.00	60,893.97	28 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	65,507.37	99,634.90	551,760.00	452,125.10	18 %
	Account Group Total:	65,507.37	99,634.90	551,760.00	452,125.10	18 %
46000	Interest Revenue					
46000	Interest Revenue	2,071.38	10,533.82	0.00	-10,533.82	%
46012	Fire Transfers from Cap Reserve	0.00	0.00	102,025.00	102,025.00	0 %
46151	Refund/Adjustments	0.00	72.74	0.00	-72.74	%
46153	Plan Check Fees and Inspections	0.00	2,548.50	4,000.00	1,451.50	64 %
	Account Group Total:	2,071.38	13,155.06	106,025.00	92,869.94	12 %
	Fund Total:	70,237.75	136,741.99	742,631.00	605,889.01	18 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	20,160.55	30,648.18	170,438.00	139,789.82	18 %
	Account Group Total:	20,160.55	30,648.18	170,438.00	139,789.82	18 %
46000	Interest Revenue					
46000	Interest Revenue	5,216.04	12,382.57	0.00	-12,382.57	%
46100	Realized Earnings	-17.70	1,990.00	0.00	-1,990.00	%
46150	Miscellaneous Income	0.00	150.00	0.00	-150.00	%
46151	Refund/Adjustments	0.00	8.08	0.00	-8.08	%
	Account Group Total:	5,198.34	14,530.65	0.00	-14,530.65	%
	Fund Total:	25,358.89	45,178.83	170,438.00	125,259.17	27 %
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	0.00	18,418.02	0.00	-18,418.02	%
40900	Wastewater Sales	100,694.18	503,370.39	1,266,778.00	763,407.61	40 %
40901	Riverzone Surcharge	1,551.70	7,758.50	18,388.00	10,629.50	42 %
40910	Wastewater Late Charges	1,552.14	9,124.86	0.00	-9,124.86	%
	Account Group Total:	103,798.02	538,671.77	1,285,166.00	746,494.23	42 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	10,361.38	16,466.18	86,090.00	69,623.82	19 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
	Account Group Total:	10,361.38	16,466.18	86,090.00	69,623.82	19 %
46000	Interest Revenue					
46000	Interest Revenue	7,948.12	45,887.81	0.00	-45,887.81	%
46003	CWSRF Grants	0.00	0.00	400,000.00	400,000.00	0 %
46014	Wastewater Transfers from Cap Reserve	0.00	0.00	600,000.00	600,000.00	0 %
46100	Realized Earnings	3,789.32	8,268.49	0.00	-8,268.49	%
46150	Miscellaneous Income	0.00	1,412.10	0.00	-1,412.10	%
46151	Refund/Adjustments	0.00	14,336.09	0.00	-14,336.09	%
46200	Wastewater Receiving	10,575.00	89,280.00	145,000.00	55,720.00	62 %
	Account Group Total:	22,312.44	159,184.49	1,145,000.00	985,815.51	14 %
	Fund Total:	136,471.84	714,322.44	2,516,256.00	1,801,933.56	28 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	87,991.14	481,945.92	1,033,489.00	551,543.08	47 %
41001	Water Connection Fees	0.00	18,381.73	0.00	-18,381.73	%
41003	Water Surcharge	45.00	225.00	400.00	175.00	56 %
41005	Water Late Charges	1,452.25	8,840.68	0.00	-8,840.68	%
41010	Water Meter Fees	0.00	966.00	0.00	-966.00	%
	Account Group Total:	89,488.39	510,359.33	1,033,889.00	523,529.67	49 %
46000	Interest Revenue					
46000	Interest Revenue	1,219.44	7,920.04	0.00	-7,920.04	%
46006	IRWM Grants	270,000.00	270,000.00	0.00	-270,000.00	%
46015	Water Transfers from Cap Reserve	0.00	0.00	65,000.00	65,000.00	0 %
46100	Realized Earnings	66.00	389.40	0.00	-389.40	%
46150	Miscellaneous Income	1.06	2,827.70	0.00	-2,827.70	%
46151	Refund/Adjustments	0.00	107.77	0.00	-107.77	%
	Account Group Total:	271,286.50	281,244.91	65,000.00	-216,244.91	433 %
	Fund Total:	360,774.89	791,604.24	1,098,889.00	307,284.76	72 %
60 SOLID WASTE DEPARTMENT						
46000	Interest Revenue					
46000	Interest Revenue	503.94	2,591.11	0.00	-2,591.11	%
46005	Franchise Fees	5,027.66	23,383.52	43,936.00	20,552.48	53 %
46150	Miscellaneous Income	0.00	240.56	0.00	-240.56	%
46151	Refund/Adjustments	0.00	5.38	0.00	-5.38	%
	Account Group Total:	5,531.60	26,220.57	43,936.00	17,715.43	60 %
	Fund Total:	5,531.60	26,220.57	43,936.00	17,715.43	60 %

Grand Total: 598,374.97 1,714,068.07 4,572,150.00 2,858,081.93 37 %

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	70,237.75	136,741.99	742,631.00	605,889.01	18 %
30 STREET LIGHTING DEPARTMENT	25,358.89	45,178.83	170,438.00	125,259.17	27 %
40 WASTEWATER DEPARTMENT	136,471.84	714,322.44	2,516,256.00	1,801,933.56	28 %
50 WATER DEPARTMENT	360,774.89	791,604.24	1,098,889.00	307,284.76	72 %
60 SOLID WASTE DEPARTMENT	5,531.60	26,220.57	43,936.00	17,715.43	60 %
Grand Total:	598,374.97	1,714,068.07	4,572,150.00	2,858,081.93	37 %

P11 2025 San Miguel CSD Operating Expenditures Actual vs Budget



Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	10,860.34	63,575.85	139,000.00	139,000.00	75,424.15	46%
	111 BOD Stipend	48.00	912.00	1,000.00	1,000.00	88.00	91%
	120 Workers' Compensation	0.00	10,330.99	44,000.00	44,000.00	33,669.01	23%
	121 Physicals	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	125 Volunteer Firefighter Stipends	8,187.99	53,634.00	117,000.00	117,000.00	63,366.00	46%
	135 Payroll Tax - FICA/SS	490.74	3,175.92	7,500.00	7,500.00	4,324.08	42%
	140 Payroll Tax - Medicare	276.89	1,662.21	4,000.00	4,000.00	2,337.79	42%
	155 Payroll Tax - SUI	31.99	393.69	2,000.00	2,000.00	1,606.31	20%
	160 Payroll Tax - ETT	0.83	10.34	300.00	300.00	289.66	3%
	205 Insurance - Health	1,215.79	8,797.76	15,000.00	15,000.00	6,202.24	59%
	210 Insurance - Dental	101.14	337.46	800.00	800.00	462.54	42%
	215 Insurance - Vision	12.98	50.39	200.00	200.00	149.61	25%
	225 Retirement - PERS Expense	1,357.95	7,655.09	18,000.00	18,000.00	10,344.91	43%
	230 457 ER Contribution Benefit	9.99	6,331.57	4,000.00	4,000.00	-2,331.57	158%
	305 Operations & Maintenance	71.00	955.08	5,000.00	5,000.00	4,044.92	19%
	310 Phone & Fax Expense	0.00	296.38	1,200.00	1,200.00	903.62	25%
	315 Postage, Shipping & Freight	44.95	152.58	500.00	500.00	347.42	31%
	319 Legal: P.R.A.s - Professional Svcs	233.00	727.00	500.00	500.00	-227.00	145%
	320 Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
	321 IT Services - Professional Svcs	904.16	4,530.80	10,000.00	10,000.00	5,469.20	45%
	323 Auditor - Professional Svcs	810.00	2,700.00	5,000.00	5,000.00	2,300.00	54%
	325 Accounting - Professional Svcs	4,738.50	7,836.43	4,000.00	4,000.00	-3,836.43	196%
	326 Engineering - Professional Svcs	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
	327 Legal: General - Professional Svcs	5,789.36	10,465.04	8,000.00	8,000.00	-2,465.04	131%
	328 Insurance - Prop & Liability	0.00	24,414.86	25,000.00	25,000.00	585.14	98%
	333 Legal: HR - Professional Svcs	2,360.33	6,049.14	2,500.00	2,500.00	-3,549.14	242%
	334 Maintenance Agreements	0.00	2,139.12	2,000.00	2,000.00	-139.12	107%
	335 Meals	0.00	0.00	500.00	500.00	500.00	0%
	340 Meetings and Conferences	0.00	520.00	3,500.00	3,500.00	2,980.00	15%
	341 Space Rental	33.75	390.75	1,000.00	1,000.00	609.25	39%
	345 Mileage Expense Reimbursement	0.00	0.00	500.00	500.00	500.00	0%
	348 Safety Equipment and Supplies	421.59	2,281.33	2,500.00	2,500.00	218.67	91%
	350 Repairs & Maint - Computers	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	351 Repairs & Maint - Equip	791.09	4,524.10	5,000.00	5,000.00	475.90	90%
	352 Repairs & Maint - Structures	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
	354 Repairs & Maint - Vehicles	0.00	792.16	5,000.00	5,000.00	4,207.84	16%
	359 Testing & Supplies - Other	0.00	0.00	500.00	500.00	500.00	0%
	370 Dispatch Services (Fire)	0.00	21,520.86	17,500.00	17,500.00	-4,020.86	123%
	375 Internet Expenses	0.00	1,467.66	2,000.00	2,000.00	532.34	73%
	376 Web Page - Upgrade/Maint	423.36	1,149.04	1,000.00	1,000.00	-149.04	115%
	380 Utilities - Alarm Service	38.00	152.00	500.00	500.00	348.00	30%
	381 Utilities - Electric	35.15	62.11	2,500.00	2,500.00	2,437.89	2%
	382 Utilities - Propane	0.00	131.51	2,500.00	2,500.00	2,368.49	5%
	384 Utilities - Water/Sewer	257.88	1,400.40	2,000.00	2,000.00	599.60	70%
	385 Dues and Subscriptions	-818.32	4,806.55	8,500.00	8,500.00	3,693.45	57%
	386 Education and Training	0.00	60.00	7,000.00	7,000.00	6,940.00	1%
	393 Advertising and Public Notices	0.00	265.05	4,000.00	4,000.00	3,734.95	7%
	394 LAFCO Allocations	0.00	2,053.86	7,800.00	7,800.00	5,746.14	26%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
395	Community Outreach	152.00	152.00	6,000.00	6,000.00	5,848.00	3%
405	Software	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
410	Office Supplies	21.67	144.13	2,000.00	2,000.00	1,855.87	7%
445	CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0%
450	EMS Supplies	143.55	768.07	3,000.00	3,000.00	2,231.93	26%
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
456	Fire Grants	0.00	0.00	53,000.00	53,000.00	53,000.00	0%
457	CFF Grant - California Fire Grant	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
458	Grants- Professional Services	0.00	637.50	7,000.00	7,000.00	6,362.50	9%
465	Cell phones, Radios and Pagers	357.41	1,231.06	1,000.00	1,000.00	-231.06	123%
470	Communication Equipment	0.00	823.03	2,000.00	2,000.00	1,176.97	41%
475	Computer Supplies & Upgrades	0.00	1,064.44	4,000.00	4,000.00	2,935.56	27%
485	Fuel Expense	408.14	2,485.38	6,500.00	6,500.00	4,014.62	38%
490	Small Tools & Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
495	Uniform Expense	144.85	1,750.11	4,000.00	4,000.00	2,249.89	44%
502	Capital Outlay- Fire	0.00	0.00	14,127.00	14,127.00	14,127.00	0%
503	Weed Abatement Costs	18.00	18.00	6,000.00	6,000.00	5,982.00	0%
510	Fire Station Renovation	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
511	Fire- Temp Housing Unit	0.00	1,855.12	0.00	0.00	-1,855.12	0%
512	Fire- Escrow Temp Housing Unit	0.00	3,216.00	0.00	0.00	-3,216.00	0%
710	County Hazmat Dues	0.00	2,210.00	3,000.00	3,000.00	790.00	74%
820	Fireworks Clean Up	500.00	500.00	500.00	500.00	0.00	100%
949	Lease agreements	0.00	0.00	8,000.00	8,000.00	8,000.00	0%
960	Property Tax Expense	0.00	0.00	200.00	200.00	200.00	0%
981	Debt Svcs Equipt - Principle	0.00	36,397.19	38,000.00	38,000.00	1,602.81	96%
982	Debt Svcs Equipt - Interest	0.00	10,685.50	10,000.00	10,000.00	-685.50	107%
983	Debt Svcs Structure- Principle	0.00	6,486.41	24,000.00	24,000.00	17,513.59	27%
984	Debt Svcs Structure - Interest	0.00	3,663.20	11,000.00	11,000.00	7,336.80	33%
990	Retirement/Health Ins Liability	0.00	1,402.67	3,500.00	3,500.00	2,097.33	40%
	Account Total:	40,474.05	334,200.89	742,127.00	742,127.00	407,926.11	45%
	Account Group Total:	40,474.05	334,200.89	742,127.00	742,127.00	407,926.11	45%
	Fund Total:	40,474.05	334,200.89	742,127.00	742,127.00	407,926.11	45%

30 STREET LIGHTING DEPARTMENT

63000 Lighting

63000 Lighting

105	Salaries and Wages	1,126.70	6,696.20	21,470.00	21,470.00	14,773.80	31%
111	BOD Stipend	6.00	105.00	144.00	144.00	39.00	73%
120	Workers' Compensation	0.00	88.21	50.00	50.00	-38.21	176%
121	Physicals	0.00	0.00	50.00	50.00	50.00	0%
135	Payroll Tax - FICA/SS	0.38	5.25	55.00	55.00	49.75	10%
140	Payroll Tax - Medicare	16.43	93.73	308.00	308.00	214.27	30%
155	Payroll Tax - SUI	0.22	3.15	73.00	73.00	69.85	4%
160	Payroll Tax - ETT	0.00	0.09	23.00	23.00	22.91	0%
205	Insurance - Health	208.96	1,078.71	3,260.00	3,260.00	2,181.29	33%
210	Insurance - Dental	15.49	40.44	137.00	137.00	96.56	30%
215	Insurance - Vision	1.07	5.17	21.00	21.00	15.83	25%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
225	Retirement - PERS Expense	133.72	910.04	2,311.00	2,311.00	1,400.96	39%
230	457 ER Contribution Benefit	3.19	232.49	400.00	400.00	167.51	58%
305	Operations & Maintenance	0.35	35.33	1,500.00	1,500.00	1,464.67	2%
310	Phone & Fax Expense	0.00	29.43	500.00	500.00	470.57	6%
315	Postage, Shipping & Freight	4.99	5.61	100.00	100.00	94.39	6%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	150.00	150.00	150.00	0%
320	Printing & Reproduction	0.00	0.00	150.00	150.00	150.00	0%
321	IT Services - Professional Svcs	90.89	454.45	1,365.00	1,365.00	910.55	33%
323	Auditor - Professional Svcs	90.00	300.00	800.00	800.00	500.00	38%
325	Accounting - Professional Svcs	526.50	849.32	800.00	800.00	-49.32	106%
326	Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
327	Legal: General - Professional Svcs	74.80	419.47	3,000.00	3,000.00	2,580.53	14%
328	Insurance - Prop & Liability	0.00	2,712.77	2,500.00	2,500.00	-212.77	109%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
333	Legal: HR - Professional Svcs	20.34	161.26	1,500.00	1,500.00	1,338.74	11%
334	Maintenance Agreements	0.00	253.50	1,760.00	1,760.00	1,506.50	14%
335	Meals	0.00	0.00	150.00	150.00	150.00	0%
340	Meetings and Conferences	0.00	0.00	350.00	350.00	350.00	0%
341	Space Rental	3.75	42.75	150.00	150.00	107.25	29%
345	Mileage Expense Reimbursement	0.00	0.00	150.00	150.00	150.00	0%
348	Safety Equipment and Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0%
351	Repairs & Maint - Equip	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
352	Repairs & Maint - Structures	0.00	0.00	500.00	500.00	500.00	0%
353	Repairs & Maint - Infrastructure	0.00	9,514.56	18,000.00	18,000.00	8,485.44	53%
354	Repairs & Maint - Vehicles	0.00	0.00	500.00	500.00	500.00	0%
375	Internet Expenses	68.33	397.00	700.00	700.00	303.00	57%
376	Web Page - Upgrade/Maint	47.04	174.33	150.00	150.00	-24.33	116%
381	Utilities - Electric	1,403.35	6,938.47	20,000.00	20,000.00	13,061.53	35%
384	Utilities - Water/Sewer	178.36	2,680.85	7,500.00	7,500.00	4,819.15	36%
385	Dues and Subscriptions	0.00	281.73	800.00	800.00	518.27	35%
386	Education and Training	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
393	Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0%
394	LAFCO Allocations	0.00	2,053.86	2,000.00	2,000.00	-53.86	103%
395	Community Outreach	0.00	0.00	150.00	150.00	150.00	0%
410	Office Supplies	2.40	13.55	500.00	500.00	486.45	3%
465	Cell phones, Radios and Pagers	16.59	87.53	250.00	250.00	162.47	35%
475	Computer Supplies & Upgrades	0.00	9.03	0.00	0.00	-9.03	0%
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0%
490	Small Tools & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
495	Uniform Expense	0.00	0.00	100.00	100.00	100.00	0%
500	Capital Outlay	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
715	Licenses, Permits and Fees	0.00	0.00	200.00	200.00	200.00	0%
925	Bank Fees	0.00	0.00	25.00	25.00	25.00	0%
940	Bank Service Charges	0.00	0.00	50.00	50.00	50.00	0%
949	Lease agreements	110.00	550.00	2,500.00	2,500.00	1,950.00	22%
990	Retirement/Health Ins Liability	0.00	126.63	700.00	700.00	573.37	18%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	Account Total:	4,149.85	37,349.91	170,302.00	170,302.00	132,952.09	22%
	Account Group Total:	4,149.85	37,349.91	170,302.00	170,302.00	132,952.09	22%
	Fund Total:	4,149.85	37,349.91	170,302.00	170,302.00	132,952.09	22%
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	13,484.44	76,543.55	290,000.00	290,000.00	213,456.45	26%
	111 BOD Stipend	72.00	1,368.00	1,632.00	1,632.00	264.00	84%
	120 Workers' Compensation	0.00	9,395.33	15,000.00	15,000.00	5,604.67	63%
	121 Physicals	0.00	95.00	150.00	150.00	55.00	63%
	135 Payroll Tax - FICA/SS	4.46	66.90	1,151.00	1,151.00	1,084.10	6%
	140 Payroll Tax - Medicare	196.57	1,074.74	4,898.00	4,898.00	3,823.26	22%
	150 Payroll Tax - SDI	0.00	0.00	235.00	235.00	235.00	0%
	155 Payroll Tax - SUI	2.74	41.10	1,354.00	1,354.00	1,312.90	3%
	160 Payroll Tax - ETT	0.08	1.11	335.00	335.00	333.89	0%
	205 Insurance - Health	2,390.90	11,960.55	65,111.00	65,111.00	53,150.45	18%
	210 Insurance - Dental	201.62	540.75	2,843.00	2,843.00	2,302.25	19%
	215 Insurance - Vision	17.12	71.03	365.00	365.00	293.97	19%
	225 Retirement - PERS Expense	1,462.24	9,540.95	31,762.00	31,762.00	22,221.05	30%
	230 457 ER Contribution Benefit	55.60	2,332.63	2,090.00	2,090.00	-242.63	112%
	305 Operations & Maintenance	25.18	704.02	10,000.00	10,000.00	9,295.98	7%
	310 Phone & Fax Expense	0.00	312.30	1,200.00	1,200.00	887.70	26%
	315 Postage, Shipping & Freight	46.62	52.48	400.00	400.00	347.52	13%
	319 Legal: P.R.A.s - Professional Svcs	57.00	95.00	1,000.00	1,000.00	905.00	10%
	320 Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
	321 IT Services - Professional Svcs	877.28	4,347.20	14,700.00	14,700.00	10,352.80	30%
	323 Auditor - Professional Svcs	840.00	2,800.00	5,000.00	5,000.00	2,200.00	56%
	325 Accounting - Professional Svcs	4,914.00	7,921.20	5,000.00	5,000.00	-2,921.20	158%
	326 Engineering - Professional Svcs	12,126.87	25,555.12	20,000.00	20,000.00	-5,555.12	128%
	327 Legal: General - Professional Svcs	3,021.18	11,633.87	20,000.00	20,000.00	8,366.13	58%
	328 Insurance - Prop & Liability	0.00	23,621.87	27,000.00	27,000.00	3,378.13	87%
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
	330 Contract Labor	0.00	250.00	5,000.00	5,000.00	4,750.00	5%
	331 Legal: SMEA - Professional Svcs	0.00	216.12	3,500.00	3,500.00	3,283.88	6%
	333 Legal: HR - Professional Svcs	267.34	2,600.57	5,000.00	5,000.00	2,399.43	52%
	334 Maintenance Agreements	0.00	6,718.57	7,500.00	7,500.00	781.43	90%
	335 Meals	0.00	0.00	150.00	150.00	150.00	0%
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0%
	341 Space Rental	35.00	407.00	1,500.00	1,500.00	1,093.00	27%
	345 Mileage Expense Reimbursement	0.00	173.60	500.00	500.00	326.40	35%
	348 Safety Equipment and Supplies	409.78	1,175.70	2,000.00	2,000.00	824.30	59%
	349 Repairs & Maint - Mission Gardens	0.00	3,942.17	10,000.00	10,000.00	6,057.83	39%
	350 Repairs & Maint - Computers	0.00	0.00	1,600.00	1,600.00	1,600.00	0%
	351 Repairs & Maint - Equip	0.00	7,292.30	5,000.00	5,000.00	-2,292.30	146%
	352 Repairs & Maint - Structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	353 Repairs & Maint - Infrastructure	166.12	1,007.74	10,000.00	10,000.00	8,992.26	10%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
354	Repairs & Maint - Vehicles	10.86	1,389.51	5,000.00	5,000.00	3,610.49	28%
355	Testing & Supplies (WWTP)	0.00	6,722.27	45,000.00	45,000.00	38,277.73	15%
361	Contract Operations	7,462.32	30,633.31	80,000.00	80,000.00	49,366.69	38%
374	CSD Utilities - Billing Services	346.19	1,358.86	4,250.00	4,250.00	2,891.14	32%
375	Internet Expenses	1,252.26	4,690.38	12,000.00	12,000.00	7,309.62	39%
376	Web Page - Upgrade/Maint	439.04	1,879.12	1,500.00	1,500.00	-379.12	125%
379	Utilities - Electric Mission	102.51	448.00	1,500.00	1,500.00	1,052.00	30%
380	Utilities - Alarm Service	55.00	220.00	850.00	850.00	630.00	26%
381	Utilities - Electric	6,997.06	52,108.68	125,000.00	125,000.00	72,891.32	42%
382	Utilities - Propane	0.00	38.00	150.00	150.00	112.00	25%
383	Utilities - Trash	59.65	298.25	1,000.00	1,000.00	701.75	30%
384	Utilities - Water/Sewer	86.96	440.01	3,500.00	3,500.00	3,059.99	13%
385	Dues and Subscriptions	0.00	2,629.48	5,000.00	5,000.00	2,370.52	53%
386	Education and Training	0.00	55.00	2,500.00	2,500.00	2,445.00	2%
393	Advertising and Public Notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
394	LAFCO Allocations	0.00	2,053.86	2,500.00	2,500.00	446.14	82%
395	Community Outreach	0.00	102.60	1,000.00	1,000.00	897.40	10%
396	Utilities - SoCal Gas	19.10	95.07	500.00	500.00	404.93	19%
410	Office Supplies	22.47	151.56	2,000.00	2,000.00	1,848.44	8%
432	Utility Rate Design Study	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
465	Cell phones, Radios and Pagers	149.60	788.73	2,400.00	2,400.00	1,611.27	33%
475	Computer Supplies & Upgrades	0.00	851.06	1,000.00	1,000.00	148.94	85%
485	Fuel Expense	1,894.78	2,743.78	6,000.00	6,000.00	3,256.22	46%
490	Small Tools & Equipment	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
495	Uniform Expense	0.00	79.36	1,500.00	1,500.00	1,420.64	5%
545	Sewer System Mgmt Plan (SSMP)	0.00	0.00	15,000.00	25,000.00	25,000.00	0%
546	Master Plans	0.00	10,643.75	65,000.00	65,000.00	54,356.25	16%
560	Sewer Line Repairs	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
580	Mission Gardens Lift Station	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
582	WWTP Plant Maintenance	46,250.03	71,188.64	60,000.00	60,000.00	-11,188.64	119%
583	WWTF Drying Pond Maintenance	0.00	35,758.41	25,000.00	25,000.00	-10,758.41	143%
584	WWTP Perc Ponds	0.00	14,325.00	0.00	0.00	-14,325.00	0%
585	Sludge Removal Project	0.00	17,550.00	25,000.00	25,000.00	7,450.00	70%
587	WWTF Final Design/Construction	6,077.29	121,558.51	150,000.00	150,000.00	28,441.49	81%
651	Regulatory Compliance	8,046.73	23,781.88	80,000.00	80,000.00	56,218.12	30%
705	Waste Discharge Fees/Permits	0.00	1,367.50	45,000.00	45,000.00	43,632.50	3%
715	Licenses, Permits and Fees	0.00	974.50	6,000.00	6,000.00	5,025.50	16%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
908	Cash Over/Cash Short	0.00	-0.93	100.00	100.00	100.93	-1%
925	Bank Fees	0.00	62.00	100.00	100.00	38.00	62%
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0%
949	Lease agreements	990.00	4,950.00	18,000.00	18,000.00	13,050.00	28%
950	WWTF Exp MBR	0.00	0.00	500,000.00	500,000.00	500,000.00	0%
960	Property Tax Expense	0.00	0.00	150.00	150.00	150.00	0%
963	Collection System Projects	10,408.25	21,586.75	100,000.00	100,000.00	78,413.25	22%
964	Septic to Sewer Project	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
971	Loan Principal Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0%
972	Loan Interest Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
990	Retirement/Health Ins Liability	0.00	11,889.38	40,000.00	40,000.00	28,110.62	30%
	Account Total:	131,344.24	659,270.75	2,515,776.00	2,525,776.00	1,866,505.25	26%
	Account Group Total:	131,344.24	659,270.75	2,515,776.00	2,525,776.00	1,866,505.25	26%
	Fund Total:	131,344.24	659,270.75	2,515,776.00	2,525,776.00	1,866,505.25	26%
50 WATER DEPARTMENT							
65000 Water							
65000	Water						
105	Salaries and Wages	19,474.21	110,497.40	221,238.00	221,238.00	110,740.60	50%
111	BOD Stipend	72.00	1,359.00	2,064.00	2,064.00	705.00	66%
120	Workers' Compensation	0.00	5,948.83	8,500.00	8,500.00	2,551.17	70%
121	Physicals	0.00	95.00	150.00	150.00	55.00	63%
135	Payroll Tax - FICA/SS	4.46	66.54	1,179.00	1,179.00	1,112.46	6%
140	Payroll Tax - Medicare	283.40	1,540.67	4,302.00	4,302.00	2,761.33	36%
150	Payroll Tax - SDI	0.00	0.00	250.00	250.00	250.00	0%
155	Payroll Tax - SUI	2.74	40.86	1,206.00	1,206.00	1,165.14	3%
160	Payroll Tax - ETT	0.08	1.11	237.00	237.00	235.89	0%
205	Insurance - Health	3,850.30	19,796.19	25,208.00	25,208.00	5,411.81	79%
210	Insurance - Dental	260.76	738.01	881.00	881.00	142.99	84%
215	Insurance - Vision	24.74	100.48	152.00	152.00	51.52	66%
225	Retirement - PERS Expense	1,888.14	11,863.51	24,168.00	24,168.00	12,304.49	49%
230	457 ER Contribution Benefit	88.40	2,520.33	2,104.00	2,104.00	-416.33	120%
305	Operations & Maintenance	25.19	1,761.20	8,000.00	8,000.00	6,238.80	22%
310	Phone & Fax Expense	0.00	312.29	1,200.00	1,200.00	887.71	26%
315	Postage, Shipping & Freight	66.59	152.97	425.00	425.00	272.03	36%
319	Legal: P.R.A.s - Professional Svcs	0.00	38.00	500.00	500.00	462.00	8%
320	Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
321	IT Services - Professional Svcs	1,219.09	6,114.45	14,000.00	14,000.00	7,885.55	44%
323	Auditor - Professional Svcs	1,200.00	4,000.00	4,300.00	4,300.00	300.00	93%
324	GSA-GSP - Professional Svcs	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
325	Accounting - Professional Svcs	7,020.00	11,248.50	4,500.00	4,500.00	-6,748.50	250%
326	Engineering - Professional Svcs	2,403.13	13,998.88	35,000.00	35,000.00	21,001.12	40%
327	Legal: General - Professional Svcs	1,190.01	6,721.51	25,000.00	25,000.00	18,278.49	27%
328	Insurance - Prop & Liability	0.00	34,472.93	26,000.00	26,000.00	-8,472.93	133%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	250.00	5,000.00	5,000.00	4,750.00	5%
331	Legal: SMEA - Professional Svcs	0.00	216.12	3,500.00	3,500.00	3,283.88	6%
332	Legal: Steinbeck & Water -	7,880.32	52,118.63	25,000.00	25,000.00	-27,118.63	208%
333	Legal: HR - Professional Svcs	264.22	2,575.91	8,000.00	8,000.00	5,424.09	32%
334	Maintenance Agreements	0.00	7,669.29	6,500.00	6,500.00	-1,169.29	118%
335	Meals	0.00	0.00	100.00	100.00	100.00	0%
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
341	Space Rental	50.00	554.00	1,500.00	1,500.00	946.00	37%
345	Mileage Expense Reimbursement	0.00	0.00	250.00	250.00	250.00	0%
348	Safety Equipment and Supplies	409.80	1,175.73	1,500.00	1,500.00	324.27	78%
350	Repairs & Maint - Computers	0.00	76.11	1,500.00	1,500.00	1,423.89	5%
351	Repairs & Maint - Equip	497.90	8,068.00	5,000.00	5,000.00	-3,068.00	161%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
352	Repairs & Maint - Structures	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
353	Repairs & Maint - Infrastructure	5,700.50	19,200.56	50,000.00	50,000.00	30,799.44	38%
354	Repairs & Maint - Vehicles	10.87	1,425.54	4,500.00	4,500.00	3,074.46	32%
356	Testing & Supplies - Well #3	0.00	974.47	3,500.00	3,500.00	2,525.53	28%
357	Testing & Supplies - Well #4	0.00	2,264.00	3,500.00	3,500.00	1,236.00	65%
358	Testing & Supplies - SLT Well	0.00	2,093.47	5,000.00	5,000.00	2,906.53	42%
359	Testing & Supplies - Other	0.00	4,526.22	6,000.00	6,000.00	1,473.78	75%
361	Contract Operations	4,522.50	18,286.61	80,000.00	80,000.00	61,713.39	23%
362	Cross-Connection Control Svcs.	265.70	1,422.50	1,500.00	1,500.00	77.50	95%
374	CSD Utilities - Billing Services	346.20	1,358.90	4,000.00	4,000.00	2,641.10	34%
375	Internet Expenses	3,649.71	8,101.29	14,000.00	14,000.00	5,898.71	58%
376	Web Page - Upgrade/Maint	627.20	2,450.46	1,500.00	1,500.00	-950.46	163%
380	Utilities - Alarm Service	55.00	220.00	1,000.00	1,000.00	780.00	22%
381	Utilities - Electric	5,933.62	36,903.72	75,000.00	75,000.00	38,096.28	49%
382	Utilities - Propane	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
383	Utilities - Trash	59.66	298.30	600.00	600.00	301.70	50%
384	Utilities - Water/Sewer	223.48	1,044.38	2,000.00	2,000.00	955.62	52%
385	Dues and Subscriptions	0.00	3,756.40	6,500.00	6,500.00	2,743.60	58%
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	1,000.00	1,000.00	1,000.00	0%
394	LAFCO Allocations	0.00	2,053.86	1,800.00	1,800.00	-253.86	114%
395	Community Outreach	0.00	102.60	1,200.00	1,200.00	1,097.40	9%
396	Utilities - SoCal Gas	44.66	205.60	1,000.00	1,000.00	794.40	21%
405	Software	0.00	7,022.20	0.00	0.00	-7,022.20	0%
410	Office Supplies	32.10	155.78	1,000.00	1,000.00	844.22	16%
465	Cell phones, Radios and Pagers	149.30	787.91	2,250.00	2,250.00	1,462.09	35%
475	Computer Supplies & Upgrades	0.00	887.22	2,500.00	2,500.00	1,612.78	35%
481	Chemicals- Well #3	0.00	1,322.88	4,000.00	4,000.00	2,677.12	33%
482	Chemicals- Well #4	0.00	1,441.08	5,000.00	5,000.00	3,558.92	29%
483	Chemicals- SLT Well	0.00	523.05	3,000.00	3,000.00	2,476.95	17%
485	Fuel Expense	366.58	1,215.56	5,000.00	5,000.00	3,784.44	24%
490	Small Tools & Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
495	Uniform Expense	0.00	79.36	1,500.00	1,500.00	1,420.64	5%
516	Water Projects Well 3	0.00	6,096.09	0.00	0.00	-6,096.09	0%
517	Water Projects Well 4	0.00	6,272.50	0.00	0.00	-6,272.50	0%
518	Water Projects SLT Well	0.00	6,096.09	0.00	0.00	-6,096.09	0%
520	Water Main Valves Replacement	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
525	Water Meter Replacement	10,784.68	11,949.39	20,000.00	20,000.00	8,050.61	60%
546	Master Plans	0.00	4,292.00	65,000.00	65,000.00	60,708.00	7%
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
651	Regulatory Compliance	270.00	3,149.82	60,000.00	60,000.00	56,850.18	5%
715	Licenses, Permits and Fees	0.00	974.50	7,000.00	7,000.00	6,025.50	14%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
925	Bank Fees	0.00	60.00	100.00	100.00	40.00	60%
930	Interest Fees	0.00	21,423.03	60,000.00	60,000.00	38,576.97	36%
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0%
949	Lease agreements	990.00	4,950.00	12,000.00	12,000.00	7,050.00	41%
961	SLT Tank and Booster Pump Project	0.00	351.68	0.00	0.00	-351.68	0%
962	0.65 MG Tank	0.00	0.00	0.00	24,979.00	24,979.00	0%
966	Reimbursable Engineering	0.00	2,105.50	0.00	0.00	-2,105.50	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
990	Retirement/Health Ins Liability	0.00	12,395.90	36,125.00	36,125.00	23,729.10	34%
	Account Total:	82,207.24	506,332.87	1,099,289.00	1,124,268.00	617,935.13	45%
	Account Group Total:	82,207.24	506,332.87	1,099,289.00	1,124,268.00	617,935.13	45%
	Fund Total:	82,207.24	506,332.87	1,099,289.00	1,124,268.00	617,935.13	45%
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000	SOLID WASTE						
105	Salaries and Wages	1,067.75	6,346.91	13,500.00	13,500.00	7,153.09	47%
111	BOD Stipend	2.00	56.00	144.00	144.00	88.00	39%
120	Workers' Compensation	0.00	84.69	100.00	100.00	15.31	85%
121	Physicals	0.00	0.00	50.00	50.00	50.00	0%
135	Payroll Tax - FICA/SS	0.12	2.58	55.00	55.00	52.42	5%
140	Payroll Tax - Medicare	15.52	88.35	285.00	285.00	196.65	31%
155	Payroll Tax - SUI	0.08	1.62	75.00	75.00	73.38	2%
160	Payroll Tax - ETT	0.00	0.00	21.00	21.00	21.00	0%
205	Insurance - Health	194.93	1,003.18	2,954.00	2,954.00	1,950.82	34%
210	Insurance - Dental	14.69	37.88	125.00	125.00	87.12	30%
215	Insurance - Vision	0.93	4.57	20.00	20.00	15.43	23%
225	Retirement - PERS Expense	129.03	883.35	2,144.00	2,144.00	1,260.65	41%
230	457 ER Contribution Benefit	2.82	231.07	400.00	400.00	168.93	58%
305	Operations & Maintenance	0.35	30.78	1,500.00	1,500.00	1,469.22	2%
310	Phone & Fax Expense	0.00	29.43	500.00	500.00	470.57	6%
315	Postage, Shipping & Freight	3.33	3.75	75.00	75.00	71.25	5%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	50.00	50.00	50.00	0%
320	Printing & Reproduction	0.00	0.00	50.00	50.00	50.00	0%
321	IT Services - Professional Svcs	60.98	304.90	1,500.00	1,500.00	1,195.10	20%
323	Auditor - Professional Svcs	60.00	200.00	800.00	800.00	600.00	25%
325	Accounting - Professional Svcs	351.00	572.05	500.00	500.00	-72.05	114%
327	Legal: General - Professional Svcs	59.83	432.72	4,000.00	4,000.00	3,567.28	11%
328	Insurance - Prop & Liability	0.00	1,808.51	2,500.00	2,500.00	691.49	72%
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0%
333	Legal: HR - Professional Svcs	17.22	136.59	500.00	500.00	363.41	27%
334	Maintenance Agreements	0.00	174.27	1,600.00	1,600.00	1,425.73	11%
341	Space Rental	2.50	30.50	150.00	150.00	119.50	20%
345	Mileage Expense Reimbursement	0.00	0.00	50.00	50.00	50.00	0%
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0%
350	Repairs & Maint - Computers	0.00	0.00	200.00	200.00	200.00	0%
351	Repairs & Maint - Equip	0.00	7,697.24	250.00	250.00	-7,447.24	3079%
352	Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0%
353	Repairs & Maint - Infrastructure	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
354	Repairs & Maint - Vehicles	0.00	0.00	150.00	150.00	150.00	0%
375	Internet Expenses	68.33	397.01	600.00	600.00	202.99	66%
376	Web Page - Upgrade/Maint	31.36	158.22	150.00	150.00	-8.22	105%
385	Dues and Subscriptions	0.00	187.82	550.00	550.00	362.18	34%
386	Education and Training	0.00	0.00	200.00	200.00	200.00	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 25

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
393	Advertising and Public Notices	0.00	115.84	150.00	150.00	34.16	77%
394	LAFCO Allocations	0.00	2,053.85	1,800.00	1,800.00	-253.85	114%
395	Community Outreach	0.00	153.00	250.00	250.00	97.00	61%
410	Office Supplies	1.60	9.04	50.00	50.00	40.96	18%
465	Cell phones, Radios and Pagers	16.59	87.65	275.00	275.00	187.35	32%
475	Computer Supplies & Upgrades	0.00	6.02	150.00	150.00	143.98	4%
485	Fuel Expense	0.00	0.00	100.00	100.00	100.00	0%
490	Small Tools & Equipment	0.00	0.00	100.00	100.00	100.00	0%
495	Uniform Expense	0.00	0.00	150.00	150.00	150.00	0%
940	Bank Service Charges	0.00	0.00	25.00	25.00	25.00	0%
949	Lease agreements	110.00	550.00	1,325.00	1,325.00	775.00	42%
990	Retirement/Health Ins Liability	0.00	84.42	650.00	650.00	565.58	13%
	Account Total:	2,210.96	23,963.81	43,923.00	43,923.00	19,959.19	55%
	Account Group Total:	2,210.96	23,963.81	43,923.00	43,923.00	19,959.19	55%
	Fund Total:	2,210.96	23,963.81	43,923.00	43,923.00	19,959.19	55%
	Grand Total:	260,386.34	1,561,118.23	4,571,417.00	4,606,396.00	3,045,277.77	34%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 11/25

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10205 OPERATING CASH - 5 STAR	80,112.54	68,166.37	0.84	0.00	41,740.07	106,539.68
10215 OP CASH MMKT - 5 STAR	251,252.41	861.00	0.00	0.00	0.00	252,113.41
10255 PAYROLL - 5 STAR	5,549.39	0.00	23,857.32	0.00	22,594.63	6,812.08
10345 OPERATIONAL RESERVE - 5	107,540.63	368.52	0.00	0.00	0.00	107,909.15
10355 CAPITAL RESERVE - 5 STAR	245,669.03	841.86	0.00	0.00	0.00	246,510.89
Total Fund	690,124.00	70,237.75	23,858.16		64,334.70	719,885.21
30 STREET LIGHTING DEPARTMENT						
10205 OPERATING CASH - 5 STAR	144,794.99	20,160.55	0.00	0.00	2,725.53	162,230.01
10215 OP CASH MMKT - 5 STAR	259,436.58	889.04	0.00	0.00	0.00	260,325.62
10255 PAYROLL - 5 STAR	218.92	0.00	1,498.58	0.00	1,512.16	205.34
10345 OPERATIONAL RESERVE - 5	64,104.59	219.68	0.00	0.00	0.00	64,324.27
10355 CAPITAL RESERVE - 5 STAR	48,165.86	165.05	0.00	0.00	0.00	48,330.91
10459 CAMBRIDGE INV- LIGHT RESV	169,014.41	68.40	0.00	0.00	0.00	169,082.81
10460 CAMBRIDGE INV- LIGHT CAP	396,553.41	3,939.87	0.00	83.70	0.00	400,409.58
Total Fund	1,082,288.76	25,442.59	1,498.58	83.70	4,237.69	1,104,908.54
40 WASTEWATER DEPARTMENT						
10000 CASH DRAWER	250.00	0.00	0.00	0.00	0.00	250.00
10205 OPERATING CASH - 5 STAR	646,854.23	113,008.74	476.31	39.27	122,958.83	637,341.18
10215 OP CASH MMKT - 5 STAR	910,680.55	3,120.73	0.00	0.00	0.00	913,801.28
10255 PAYROLL - 5 STAR	1,465.47	0.00	17,738.24	0.00	17,887.77	1,315.94
10265 LONG TERM MAINT. - 5 STAR	10,805.47	37.03	0.00	0.00	0.00	10,842.50
10345 OPERATIONAL RESERVE - 5	350,266.82	1,200.30	0.00	0.00	0.00	351,467.12
10355 CAPITAL RESERVE - 5 STAR	331,347.06	1,135.47	0.00	0.00	0.00	332,482.53
10451 CALTRUST	729,237.97	2,452.09	0.00	0.00	0.00	731,690.06
10457 CAMBRIDGE INV- WW CAPITAL	339,201.13	5,118.81	0.00	0.00	0.00	344,319.94
10458 CAMBRIDGE INV- WW LT MAINT	862,594.17	2.50	0.00	1,329.49	0.00	861,267.18
Total Fund	4,182,702.87	126,075.67	18,214.55	1,368.76	140,846.60	4,184,777.73
50 WATER DEPARTMENT						
10000 CASH DRAWER	250.00	0.00	0.00	0.00	0.00	250.00
10150 Cash in SLO County	19,987.35	0.00	0.00	0.00	0.00	19,987.35
10205 OPERATING CASH - 5 STAR	74,093.27	357,085.04	1.73	22.42	76,019.29	355,138.33
10215 OP CASH MMKT - 5 STAR	148,035.37	507.29	0.00	0.00	0.00	148,542.66
10255 PAYROLL - 5 STAR	1,587.24	0.00	25,741.30	0.00	25,949.23	1,379.31
10345 OPERATIONAL RESERVE - 5	94,182.32	322.75	0.00	0.00	0.00	94,505.07
10355 CAPITAL RESERVE - 5 STAR	39,247.81	134.49	0.00	0.00	0.00	39,382.30
10405 USDA RESERVE - 5 STAR	73,685.31	252.51	0.00	0.00	0.00	73,937.82
10456 CAMBRIDGE INV- W CAPITAL	169,014.41	68.40	0.00	0.00	0.00	169,082.81
Total Fund	620,083.08	358,370.48	25,743.03	22.42	101,968.52	902,205.65
60 SOLID WASTE DEPARTMENT						
10205 OPERATING CASH - 5 STAR	39,418.42	5,027.66	0.00	0.00	2,196.00	42,250.08
10215 OP CASH MMKT - 5 STAR	46,266.84	158.55	0.00	0.00	0.00	46,425.39
10255 PAYROLL - 5 STAR	28.98	0.00	1,417.84	0.00	1,427.87	18.95
10345 OPERATIONAL RESERVE - 5	76,629.12	262.59	0.00	0.00	0.00	76,891.71
10355 CAPITAL RESERVE - 5 STAR	24,162.57	82.80	0.00	0.00	0.00	24,245.37
Total Fund	186,505.93	5,531.60	1,417.84		3,623.87	189,831.50

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
71 PAYROLL CLEARING FUND						
10255 PAYROLL - 5 STAR	0.00	0.00	69,371.66	69,299.46	0.00	72.20
73 CLAIMS CLEARING FUND						
10200 *OPERATING CASH - PREMIER	53.17	0.00	0.00	0.00	0.00	53.17
10205 OPERATING CASH - 5 STAR	3,287.50	0.00	174,907.56	9,823.40	0.00	168,371.66
Total Fund	3,340.67		174,907.56	9,823.40		168,424.83
Totals	6,765,045.31	585,658.09	315,011.38	80,597.74	315,011.38	7,270,105.66

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

11/30/2025



	SECURITY	TYPE	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO %
Lighting - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	3.64%	\$ 2,693.23	3.64%	\$ 98.03				\$ 2,693.23	0.1%
	Insured Bank MMKT	CASH	\$ 1.00	0.08%	\$ 8,570.80	0.08%	\$ 6.86				\$ 8,570.80	0.4%
	JP Morgan Chase NA	CD	\$ 99.77	4.25%	\$ 185,000.00	4.30%	\$ 7,862.50	5/20/2030	N/A	5/20/2025	\$ 185,375.55	9.6%
	BMW Bank NA	CD	\$ 100.00	4.60%	\$ 200,000.00	4.60%	\$ 9,200.00	3/10/2028	35141	3/10/2028	\$ 203,770.00	10.3%
	total:										\$ 400,409.58	
Lighting- Reserve	Fidelity Govt MMKT	CASH	\$ 1.00	3.64%	\$ 694.57	3.64%	\$ 25.28				\$ 694.57	0.0%
	Insured Bank MMKT	CASH	\$ 1.00	0.08%	\$ 3,507.04	0.08%	\$ 2.81				\$ 3,507.04	0.2%
	Morgan Stanley Bank NA	CD	\$ 100.00	4.25%	\$ 165,000.00	4.25%	\$ 7,012.50	3/27/2030	N/A	3/27/2025	\$ 164,881.20	8.5%
	total:										\$ 169,082.81	
Wastewater- LT Mnt	Fidelity Govt MMKT	CASH	\$ 1.00	3.64%	\$ 692.39	3.64%	\$ 25.20				\$ 692.39	0.0%
	Insured Bank MMKT	CASH	\$ 1.00	0.08%	\$ 4,605.03	0.08%	\$ 3.68				\$ 4,605.03	0.2%
	State Bank of India NY FNMA	CD	\$ 100.00	3.75%	\$ 114,000.00	3.75%	\$ 4,275.00	9/30/2030	33682	9/26/2025	\$ 113,550.84	5.9%
		AGCY	\$ 99.55	4.375%	\$ 205,000.00	4.48%	\$ 8,968.75	8/6/2029	N/A	8/6/2024	\$ 205,889.70	10.6%
	AMEX Bank	CD	\$ 100.00	4.10%	\$ 224,000.00	4.10%	\$ 9,184.00	4/30/2030	N/A	4/30/2025	\$ 226,358.72	11.6%
	Fed. Home Loan Bank	AGCY	\$ 100.47	4.75%	\$ 310,000.00	4.64%	\$ 14,725.00	2/6/2029	N/A	2/9/2024	\$ 310,170.50	16.0%
	total:										\$ 861,267.18	
Wastewater - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	3.64%	\$ 993.50	3.64%	\$ 36.16				\$ 993.50	0.1%
	Insured Bank MMKT	CASH	\$ 1.00	0.08%	\$ 4,887.62	0.08%	\$ 3.91				\$ 4,887.62	0.3%
	FHLMC	AGCY	\$ 99.77	4.25%	\$ 230,000.00	4.30%	\$ 9,775.00	5/20/2030	N/A	5/20/2025	\$ 230,466.90	11.9%
	Morgan Stanley Bank NA	CD	\$ 100.00	4.60%	\$ 108,000.00	4.60%	\$ 4,968.00	6/6/2030	32292	6/6/2025	\$ 107,971.92	5.6%
	total:										\$ 344,319.94	
Water - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	3.64%	\$ 694.57	3.64%	\$ 25.28				\$ 694.57	0.0%
	Insured Bank MMKT	CASH	\$ 1.00	0.08%	\$ 3,507.04	0.08%	\$ 2.81				\$ 3,507.04	0.2%
	Morgan Stanley Private Bk	CD	\$ 100.00	4.25%	\$ 165,000.00	4.25%	\$ 7,012.50	3/27/2030	N/A	3/27/2025	\$ 164,881.20	8.5%
	total:										\$ 169,082.81	
Total & Average:					\$ 1,936,845.79	4.30%	\$ 83,213.27				\$ 1,944,162.32	100%

DISCLOSURE:

Registered Representative Securities offered through Cambridge Investment Research, Inc., a broker-dealer, member FINRA/SIPC. Investment Advisor Representative Cambridge Investment Research Advisors, Inc., a Registered Investment

SMCSD STATEMENTS OF INFORMATION: As of this report date the District is in compliance with the SMCSD Investment Policy. As of this report date the District has the ability to meet it's expenditure requirements through:

5/30/2026

Kelly Dodds, General Manager SMCSD

Michelle Hido, Financial Officer SMCSD

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 10.4

SUBJECT: Declaration of Board Member vacancy and vote to proceed with appointment or special election to fill the vacancy. (**Approve by 3/5 vote**) (Pg. 275-282)

SUGGESTED ACTION:

Declare that a Board seat became vacant, effective November 24, 2025, and either:

(1)

- Vote by a majority (3/4) to fill the vacancy by appointment and
- Direct staff to proceed with posting a notice of vacancy with January 12, 2026, at 5:00 p.m. as the closing date for the receipt of applications; and
- Schedule applicants for interviews at the January 22, 2026 regular Board meeting

OR

(2) call a special election to be held on June 2, 2026.

DISCUSSION:

Due to the untimely passing of Director Green on November 24th 2025 a vacancy was created on the Board of Directors for the remaining term of office that expires in December 2028.

Pursuant to California Government Code Section 1780, in the event of a vacancy in any elective office of a governing board of a special district, the remaining board members may (1) fill the vacancy by appointment within sixty (60) days from the effective date of the vacancy, or when they were notified of the vacancy, whichever is later; or (2) call a special election. After this period ending January 23, 2026, the County can fill the vacancy by appointment up until 90 days after the effective date or notification date (whichever is later), which is April 23, 2026. However, staff contact with the County indicates that if the County is notified of the District's intent to fill the vacancy by appointment within 60 days, the County Board of Supervisors will not make the appointment.

The cost to consolidate a candidate election with the June 2026 Primary will be approximately \$6,500. The cost per registered voter is estimated at \$4.15 per voter and the County rounded the registration numbers to 1,500 voters.

The Board May Either Fill the Vacancy by Appointment or by Calling an Election.

Section 1780, subdivision (c), provides that the remaining members of the Board may fill the vacancy by appointment or by calling an election.

Appointment:

Section 1780, subdivision (d)(1), provides that if the Board elects to fill the vacancy by appointment, the appointment must be made within sixty (60) days after the date the notice became effective or was received, whichever is later. Additionally, the District must post notice of the vacancy in at least three (3) conspicuous places in the District at least fifteen (15) days before the Board makes the appointment. Finally, the District must notify the County Elections Official within fifteen (15) days of the appointment.

Should the Board fill the vacancy caused by Director Green's passing by appointment, the appointment must be made by January 23, 2026. The advantage of filling the vacancy by appointment is that the vacancy can be filled quickly. Appointment is also a more informal process than an election, so appointment would likely conserve District resources. The District has also filled vacancies by appointment in the past.

Special Election:

Section 1780, subdivision (e), provides that in lieu of making an appointment, the remaining Board members may call an election to fill the vacancy. Such an election must be held on "the next established election date" set forth in section 1000 of the Elections Code. The next established election date is June 2, 2026.

The vacancy has reduced the District's five-member Board to four (4) Directors. Having only four (4) Directors for an extended period is not recommended. With a four (4) member Board, the likelihood of tie votes (2-2) is much higher, which could prevent the Board from acting, necessarily halting importing public business. As such, waiting until June 2, 2026, to fill the vacancies, could adversely impact the District's business. Filling the vacancies by election would have the advantage of providing the electorate with an opportunity to fill the vacancy. However, given the timing of the next election date, filling the vacancies may not be a viable option for practical reasons.

The Board must direct Staff to prepare a "Notice of Vacancy" and post it in public locations within the community, on the District's website as well as sending a copy of the Notice in all utility bills for at least one month. The Notice will provide general information about what a prospective candidate should do to apply for the open seat on the Board. Once District Staff receives letters of interest and confirms the candidates are eligible to serve, interviews will be scheduled before the Board.

Staff recommends the Board, through 3/5 vote, direct staff to prepare and post notices for the Board Vacancy.

If approved an estimated timeline is as follows:

- December 18th, 2025 Regular Board meeting, Direction from Board
- December 19th 2025 Notice of Vacancy posted at Machado WWTF, San Miguel Fire Station bulletin board, San Miguel Post Office bulletin board
- December 22nd, 2025 Notice of Vacancy, mailing to residents.
- January 12th, 2026 Close of application period for Board Letters of Interest.
- January 22nd, 2026 Interviews and possible Board Appointment

FISCAL IMPACT:

If the Board elects to fill the position through appointment, minor cost associated with staff time and posting notices, approximately \$700.00 in mailing notices to residents.

If the Board elects to fill the position through special election the cost to do so is estimated at \$6,500 to be paid to the County for consolidating with the Primary election. In addition, there will likely be nominal staff and legal costs to for preparation of ballot materials and responding to public inquiries

related to the election.

PREPARED BY: Kelly Dodds



SAN MIGUEL COMMUNITY SERVICES DISTRICT
1765 Bonita Place
SAN MIGUEL, CA 93451
Phone (805) 467-3388

NOTICE OF VACANCY ON THE BOARD OF DIRECTORS

Notice of Intent to Appoint a Board Replacement

To all interested and qualified persons:

A vacancy now exists on the Board of Directors for the San Miguel Community Services District. This vacancy is the result of the passing of Director Green for a term ending in December, 2028.

The San Miguel Community Services District Board of Directors intends to appoint a person to fill the current vacancy and unexpired term of office at a Regular Board meeting on January 22, 2026, 6:00 pm to be held at the 601 12th Street, San Miguel CA.

Any person interested in being appointed to the Board of Directors should submit a letter of interest to the District as soon as possible but no later than 4:00 p.m. on January 12th, 2026. All letters of interest from qualified candidates will be delivered to the Board members. Qualified candidates must reside within the service boundaries of the District and be a registered voter.

It is suggested that letters of interest include your stated reason(s) for wanting to serve, any experience and qualifications that relate to the position of Director and any other information that you feel might be of benefit to the selection and appointment by the Board of Directors.

If there are any questions, please contact District office at 805-467-3388 or via District website, <https://www.sanmiguelcsd.org/smcscd-elections-board-vacancies>

<https://www.sanmiguelcsd.org/>



SAN MIGUEL COMMUNITY SERVICES DISTRICT
1765 Bonita Place
SAN MIGUEL, CA 93451
Phone (805) 467-3388

AVISO DE VACANTE EN EL CONSEJO DE ADMINISTRACIÓN

Aviso de Intención de Nombrar a un Sustituto de la Junta

A todas las personas interesadas y calificadas:

Actualmente existe una vacante en la Junta Directiva del Distrito de Servicios Comunitarios de San Miguel. Esta vacante es consecuencia del fallecimiento del Director Green para un mandato que finaliza en diciembre de 2028.

La Junta Directiva del Distrito de Servicios Comunitarios de San Miguel tiene la intención de nombrar a una persona para cubrir la vacante actual y el mandato no expirado en una reunión ordinaria de la Junta el 22 de enero de 2026, a las 6:00 PM, que se celebrará en el 601 12th Street, San Miguel CA.

Cualquier persona interesada en ser nombrada para la Junta Directiva debe presentar una carta de interés al Distrito lo antes posible, pero a más tardar a las 4:00 PM horas del 12 de enero de 2026. Todas las cartas de interés de candidatos calificados serán entregadas a los miembros de la Junta. Los candidatos calificados deben residir dentro de los límites de servicio del Distrito y estar registrados como votantes.

Se sugiere que las cartas de interés incluyan tu(s) motivo(s) declarado(s) para querer servir, cualquier experiencia y calificaciones relacionadas con el puesto de Director y cualquier otra información que consideres que pueda ser beneficiosa para la selección y nombramiento por parte del Consejo de Administración.

Si tiene alguna pregunta, por favor contacte con la oficina del distrito en el 805-467-3388 o a través de la página web del distrito, <https://www.sanmiguelcsd.org/smcsd-elections-board-vacancies>

<https://www.sanmiguelcsd.org/>



DRAFT ACTIVITY SCHEDULE TO PLACE A MEASURE ON THE BALLOT FOR THE JUNE 2, 2026, PRIMARY ELECTION

Based on the time reasonably necessary to prepare and print the arguments, analysis, and county voter information guides and to permit the 10-calendar-day public examination, the county elections official shall fix and determine a reasonable date before the election after which no arguments for or against any county measure may be submitted for printing and distribution to the voters. (EC §9163). This draft calendar is intended to provide general information concerning placing a measure on the ballot and is not considered final and is subject to additional updates and revisions.

JANUARY 13, 2026 E-140	RECOMMENDED DEADLINE – For Local Governing Bodies to submit to their board, their resolutions requesting consolidation with the June 2, 2026, Primary Election, to place a measure on the ballot. The resolutions must contain the FULL TEXT OF THE MEASURE and the EXACT FORM OF THE QUESTION as it is to appear on the ballot. If the question is the Full Text of the Measure, this needs to be stated in the resolution. File the original resolution with the County Elections Official. EC §10400
JANUARY 15, 2026 E-138	BY THIS DATE the Elections Official shall send the Notice Calling for Submission of Primary/Rebuttal Arguments FOR and AGAINST the measure to be published. EC §9163
FEBRUARY 13, 2026 E-109	PRIMARY ARGUMENTS DUE – LAST DAY for proponent(s)/opponent(s) to change or withdraw Primary Arguments. EC §§9161-9163, 9315-9316, 9501-9503, 9600-9601
FEBRUARY 13, 2026 E-109	IMPARTIAL ANALYSIS DUE from Legal Counsel. FISCAL IMPACT STATEMENT DUE from Auditor (if directed by B.O.S.) TAX RATE STATEMENT DUE (Bond Measures only). EC §§9160, 9163, 9313, 9401, 9500
FEB 14 – FEB 23, 2026 E-108 – E-99	PUBLIC EXAMINATION PERIOD - Primary Arguments, Impartial Analysis, Fiscal Impact Statement (if applicable). EC §§9190, 9380, 9509
FEBRUARY 24, 2026 E-98	REBUTTAL ARGUMENTS DUE - LAST DAY for proponent(s)/opponent(s) to change or withdraw Rebuttal Arguments. EC §§9163, 9167, 9317, 9504, 9600-9601
FEB 25 – MARCH 6, 2026 E-97 – E-88	PUBLIC EXAMINATION PERIOD - For Rebuttal Arguments Only. EC §§9190, 9380, 9509
MARCH 6, 2026 E-88	DEADLINE TO SUBMIT ALL MEASURE INFORMATION TO ELECTIONS OFFICIAL – All information to be included on the ballot and in the County Voter Information Guide must be received by the County Elections Official by this date. I.e., full text of measure, exact form of the question, arguments for and against, rebuttals, impartial analysis, fiscal impact statement, etc.
March 23, 2026 * E-71	COUNTY ELECTION OFFICIAL'S DEADLINE FOR SUBMISSION OF LOCAL MEASURE INFORMATION TO PRINTER: Submission of ballot/sample ballot material to printer by County Elections Official. EC §9163

(EC) ELECTIONS CODE

(E-) ELECTION DAY minus the number of days prior.

*The final date for the County Elections Official to have submitted all material to the printer, as quoted on the above calendar, is firm.

THE DEADLINE FOR SUBMITTAL OF ALL ITEMS TO THE COUNTY ELECTIONS OFFICIAL IS 5:00 PM ON THE FILING DEADLINE.

RESOLUTION NO. 2025-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT CALLING AND GIVING NOTICE
FOR A SPECIAL ELECTION TO FILL THE VACANCY ON THE BOARD OF
DIRECTORS TO BE HELD ON JUNE 2, 2026, REQUESTING THAT THE COUNTY
BOARD OF SUPERVISORS PERMIT THE COUNTY REGISTRAR OF VOTERS TO
RENDER NECESSARY ELECTION SERVICES FOR THE SPECIAL ELECTION, AND
APPROVING A 2025-2026 BUDGET AMENDMENT**

WHEREAS, on November 25, 2025, the San Miguel Community Services District (“District”) received notice of Director John Green’s passing on November 24, 2025; and

WHEREAS, as a result of Director Green’s passing, there is a vacancy on the District Board of Directors (“Board”); and

WHEREAS, to fill the vacancy, Government Code section 1780, subdivision (e), allows the Board to call a special election to be held on the next regularly established election date that is at least one hundred thirty (130) days after the Board calls for the special election; and

WHEREAS, the next regularly established election that the Board can conduct the special election to fill the Board vacancy is June 2, 2026; and

WHEREAS, the Board desires to call a special election to be held on June 2, 2026 to fill the vacancy; and

WHEREAS, in the course of conducting the special election it is necessary that the Board request election services be rendered by the County of San Luis Obispo (“County”) Registrar of Voters; and

WHEREAS, pursuant to Elections Code section 10002, the Board is authorized to request the County Board of Supervisors permit the County Registrar of Voters to render election services to the District relating to the conduct of the special election; and

WHEREAS, a Fiscal Year 2025-2026 budget amendment is necessary for the costs associated with the County Registrar of Voters rendering election services to the District.

NOW THEREFORE, BE IT RESOLVED, that the San Miguel Community Services District Board of Directors does hereby declare, determine, and order as follows:

1. Pursuant to Government Code section 1780, subdivision (e), the Board calls and orders a special election to be held in San Miguel, California, on Tuesday, June 2, 2026, for the purpose of the election of an at-large Director of the San Miguel Community Services District Board of Directors to fill the vacancy created by the passing of Director John Green.
2. Pursuant to Government Code section 1780, subdivision (d)(3), the candidate elected at the special election shall serve until the next general election, scheduled for November 7, 2028.

3. Pursuant to Elections Code section 10002, the Board requests that the County Board of Supervisors permit the County Registrar of Voters to provide all necessary services to properly and lawfully conduct the special election.
4. The District shall reimburse the County for services performed to conduct the special election upon presentation of a bill to the District.
5. The Board authorizes a Fiscal Year 2025-2026 budget amendment in the amount of Six Thousand Five Hundred Dollars (\$6,500.00) to effectuate the special election and the purposes of this Resolution.
6. The ballots to be used at the special election shall be in a form and content as required by law.
7. The General Manager is authorized, instructed, and directed to coordinate with the County Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment, and paraphernalia that may be necessary in order to properly and lawfully conduct the special election.
8. In all particulars not recited in this Resolution, the special election shall be held and conducted as provided by law for holding special district elections.
9. The General Manager and District staff are hereby authorized to take all necessary steps to effectuate the special election and the purposes of this Resolution.
10. The Board authorizes the General Manager to administer the special election. All reasonable and actual election expenses shall be paid by the District upon presentation of a properly submitted bill.
11. The notice of time and place of holding the special election is given and the General Manager is authorized, instructed, and directed to give further or additional notice of the special election, in time, form, and manner, as required by law.
12. The General Manager is directed to file a certified copy of this Resolution with the County Registrar of Voters and the County Board of Supervisors.

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 18th day of December 2025.

 , President
 Board of Directors

ATTEST:

APPROVED AS TO FORM:

 Kelly Dodds, General Manager

 Christina M. Pritchard, Deputy General Counsel

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 10.5

SUBJECT: Authorize the General Manager to contract with Awalt Engineering for repairs to Well 3, installation of a Variable Frequency Drive (VFD) at Well 3 and associated budget adjustment up to \$26,000 by RESOLUTION 2025-XX (**Approve by 3/5 vote**) (Pg. 283-284)

SUGGESTED ACTION: Review and approve the proposed resolution authorizing the General Manager to execute a contract for Well 3 repair and installation of a variable frequency drive and authorize a budget adjustment to the Fiscal year 2025-26 budget.

DISCUSSION:

Well 3 is one of three potable water production wells operated by the District.

Well 3 was originally constructed in the early 1950s. This well site has had significant repairs over the years, including re-casing the well, replacing the pump and column as well as replacing pump controls. This well has begun to again show signs of failure. In order to confirm the cause of the failure the well pump will need to be pulled and inspected. In order to reduce the likely impact of repeated starts and stops and to increase the life of all the well components a Variable Frequency Drive (VFD) is proposed to be installed at this site. This is in line with the long term plan for all District wells and what has already been implemented at the other two production wells.

The preliminary estimate for the VFD is \$9,531 and initial estimates to pull and reset the pump equipment is estimated at \$14,515. However, since the root cause of the failure is unknown additional parts or equipment may need to be replaced, the current request is to authorize the General Manager to contract with Awalt Engineering in an amount up to \$26,000 for repairs to the well and purchase and installation of the VFD.

A budget adjustment to 'Water projects Well 3' will be necessary for this work in the same amount. Capital funds are not being requested for this work.

After review and discussion it is recommended that the board approve the attached resolution authorizing the General Manager to contract with Awalt Engineering for the proposed work.

FISCAL IMPACT:

Approval of the proposed Resolution will result in an increase to the Water Budget Object 516 in an amount of \$26,000.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2025-49

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL
MANAGER TO CONTRACT WITH AWALT ENGINEERING FOR REPAIRS TO WELL 3
PUMP EQUIPMENT, PURCHASE AND INSTALLATION OF A VARIABLE FREQUENCY
DRIVE AND APPROVE A RELATED BUDGET ADJUSTMENT**

WHEREAS, the San Miguel Community Services District (“District”) operates the water system within the community including the Well 3 a potable water well; and

WHEREAS, the Well 3 experienced a pump equipment failure; and

WHEREAS, the Board understands the importance of preparing for the future and increasing the resilience and capabilities of this well by upgrading the electrical control system with a variable frequency drive and making necessary related changes; and

NOW THEREFORE, BE IT RESOLVED, the San Miguel Community Services District Board of Directors (“Board”) does hereby resolve, determine, and order as follows:

1. The Board authorizes the General Manager to negotiate and execute a contract, approved as to form by District General Counsel, to repair damage pump equipment and replace the electrical controls and associated equipment and process changes.
2. The Board authorizes a FY 2025-26 Budget adjustment as follows:
- Increase to Fund 50 - Expense Object 516 in the amount of \$26,000

PASSED AND ADOPTED by the Board of Directors on a motion to approve this resolution by Director _____, seconded by Director _____, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this ____ day of _____ 2025.

Kelly Dodds, General Manager

_____, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Christina M. Pritchard, Deputy General Counsel

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 10.6

SUBJECT: Tabled from 10/23/2025 Board meeting

Authorize the General Manager to execute a Not to Exceed, Time and Material Contract with Water System Consulting (WSC) for program management support through permitting and construction phases of the Expansion and Upgrade of the Machado WWTF by RESOLUTION 2025-41 (**Approve by 3/5 vote**) (Pg. 285-290)

SUGGESTED ACTION: Authorize the General Manager to execute a Time and Material contract with Water System Consulting for program management support services through construction.

DISCUSSION:

Water System Consulting’s (WSC) original contract for project management of the Machado Wastewater Treatment Facility Expansion and Upgrade was approved in September of 2022 with the expectation that the project would be through design at this point. Due to various delays and changes the project has just recently come to the “100%” plan stage. Due to the additional effort by WSC to get to this point and the anticipated additional effort to complete the final review of the plans and get through the bid phase WSC is requesting their first contract amendment. While they are proposing to redirect the remaining funds from the Alternatives analysis, and Environmental Compliance of the initial contract into Design Program Management, there is still an additional \$55,507.10 projected to complete through bid and project award phases of the project.

Although it is possible that this part of the project will progress faster, with less effort, the expected the proposal is a conservative assumption.

The proposal from WSC is attached to this report and provides a finer outline of the cost breakdown and available contract amounts as of 8/31/25.

At this point in the project the additional services would be at the specific direction of the District. This will help limit the cost to the District for each phase, as well as keep the process on track.

Staff recommends that the Board authorize the General Manager to contract with WSC for project management up to \$55,507.10 through passage of the attached resolution. Any amounts above would be brought back to the Board for further consideration.

Costs associated with the design phases of this project are covered under the existing planning CWSRF grant. Some costs incurred after December 31, 2025, will be incorporated into the construction CWSRF grant once awarded.

The table below provides the initial budget from 2022, Remaining budget, requested change and Proposed remaining.

Task	Description	Initial budget	Remaining budget	Requested change	Proposed remaining
------	-------------	----------------	------------------	------------------	--------------------

1	Grant administration	\$6,755.00	\$2,214.50	\$0	\$2,124.50
2	Alternative analysis	\$11,500.00	\$3,415.00	-\$3,415.00	Reassigned to task 4
3	Environmental compliance	\$39,499.00	\$5,514.60	-\$5,514.60	Reassigned to task 4
4	Design program management	\$155,381.00	-\$14,448.50	\$63,881.50	\$49,433.10
5	CWSRF construction application	\$60,000.00	\$3,949.50	\$0	\$3,949.50
		\$273,135.00	\$555.10	\$54,951.90	\$55,507.10

FISCAL IMPACT:

Impact depends on Board approval and actual time spent.

Potentially a Not To Exceed amount of: \$55,507.10

PREPARED BY: Kelly Dodds



Amendment Request No. 1 for WWTF Program Management Services

September 12, 2025

San Miguel CSD

Kelly Dodds
General Manager
1765 Bonita Place
San Miguel, CA 93451

WSC San Luis Obispo

805 Aerovista Place, Suite 201
San Luis Obispo, CA 93401

Heather Freed

P: 706-953-4604
E: hfreed@wsc-inc.com

Dear Kelly,

WSC is requesting an amendment of \$54,952 to our existing contract to continue to provide Program Management Services for the WWTF Upgrade and Expansion Project through bidding and award of the construction contract. Our original scope and fee for Program Management Services was submitted in September 2022 and assumed a 24-month schedule to complete design and bidding. Project delays have pushed bidding out to March 2026 (or earlier pending funding), with contractor selection expected by June 2026.

Additionally, our original scope assumed design review for the 30%, 60%, and 90% design deliverables. As discussed, our team also performed an additional review of the 100% deliverable that was not included in the scope.

This amendment request includes additional budget for Task 4 - Design Program Management for additional project management and coordination due to the extended schedule, and to provide additional support for County permitting and project bidding through mid-2026. We are also requesting to roll the remaining budget from the completed Task 2 - Alternative Analysis & Feasibility and Task 3 -Environmental Compliance into Task 4 to cover out of scope work for the 100% design review.

We are pleased to support SMCSO's WWTF Upgrade and look forward to the successful completion of this project. Feel free to contact to me with any questions at 760.953.4604 or hfreed@wsc-inc.com.

Sincerely,

Water Systems Consulting, Inc.

**Heather Freed
Project Manager**

**Justin Pickard
Principal in Charge**

Scope of Work

Task 4 Design Program Management

4.1 Project Management

- Prepare monthly progress reports to be submitted with each invoice. It is assumed that the project duration is 10 months and will continue through bidding and award of the WWTF Upgrade and Expansion Project. The schedule assumes the project will be bid by March 2026 and award in June 2026 based on the estimated CWSRF agreement timeline.

4.2 Routine Design Coordination and Review

- Attend bi-weekly and as-needed coordination meetings with the design team.
- Review design team and MBR vendor submittals for completion.

4.3 Front End Documents

- Update Front End Documents to include revisions to meet CA public contracting code and comments from the District's legal counsel.
- Coordination with the District's legal counsel on Front End Documents.

4.4 County Permitting Support

- SLO County Building and Grading Permitting Support.
- SLO County Environmental Health Permitting Support.

4.5 Bidding Support

- Bidding support and project team coordination during bid phase.
- Prepare for and attend pre-bid meeting.
- Develop Notice of Award for selected contractor.

Assumptions: Detailed design review of the corrected 100 percent plans and specifications is not included.

Fee Estimate

Task No.	Task Description	WSC				ALL FIRMS	
		Principal in Charge	Technical Advisor	Project Manager	Project Admin	WSC Labor Hours	Total Fee
		Justin Pickard	Matt Rodrigues	Heather Freed	Kay Merrill		
	<i>Billing rates, \$/hr</i>	\$225	\$205	\$202	\$136		
4	Design Program Management						
4.1	Project Management	10		10	10	30	\$ 5,630
4.2	Routine Design Coordination and Review	40	10	40		90	\$ 19,130
4.3	Front End Documents	16		32		48	\$ 10,064
4.4	County Permitting Support	16		32		48	\$ 10,064
4.5	Bidding Support	16		32		48	\$ 10,064
	SUBTOTAL	98	10	146	10	264	\$ 54,952
	COLUMN TOTALS	98	10	146	10	264	\$ 54,952

10% mark-up on direct expenses; 15% mark-up for sub-contracted services

Mileage will be reimbursed at the prevailing federal mileage reimbursement rate in effect at the time of travel

Rates are subject to revision as of January 1 each year.

We also request approval to reallocate the remaining funds from the completed Task 2 and Task 3 to Task 4 in order to address the current overages in Task 4, as detailed below:

Task	Status	Budget Remaining as of 8/31/25	Amendment Request 1	Budget Remaining with Amendment Request 1
1 Grant Administration	Ongoing	\$2,124.50	No Change	\$2,124.50
2 Alternative Analysis & Feasibility	Complete	\$3,415.00	-\$3,415.00	\$0.00
3 Environmental Compliance	Complete	\$5,514.60	-\$5,514.60	\$0.00
4 Design Program Management	Ongoing	-\$14,448.50	+\$8,929.50 ⁽¹⁾ +\$54,952.00 ⁽²⁾	\$49,433.10
5 CWSRF Construction Application	Ongoing	\$3,949.50	No Change	\$3,949.50
Total		\$555.10		\$55,507.10

(1) \$8,929.50 added from Task 4 includes the remaining budgets subtracted from completed Task 2 and Task 3.

(2) \$54,952 includes added fee for additional work through bidding and project award.

RESOLUTION 2025-41

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AMENDMENT #1 FOR THE
EXISTING CONTRACT WITH WATER SYSTEMS CONSULTING FOR PROJECT
MANAGEMENT SUPPORT FOR THE MACHADO WASTEWATER TREATMENT
FACILITY EXPANSION AND UPGRADE IN AN AMOUNT NOT TO EXCEED
\$55,507.10, INCLUDING RELATED BUDGET ADJUSTMENTS**

WHEREAS, San Miguel Community Services District (“District”) owns and operates the Machado Wastewater Treatment Facility within the District; and

WHEREAS, the District is currently completing the planning phase of the Machado Wastewater Treatment Facility expansion and upgrade and is proceeding with Permitting, Construction and Commissioning which will require additional project management support from Water System Consulting (District Engineer)

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of the San Miguel Community Services District does, hereby authorize the following:

1. The Board of Directors authorizes the General Manager to execute Amendment #1 to the existing contract with Water System Consulting to provide project management support to the District on a Not to Exceed -Time and Material basis; and
2. The Board of Directors also authorizes budget adjustments as follows:
 - o Increase expense budget 40-587 by \$55,507.10 for permitting support

Total increases are not to exceed \$55,507.10 without additional Board authorization.

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 ____ day of _____ 2025.

Kelly Dodds, General Manager

TBD, Board President

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Christina M. Pritchard, Deputy General Counsel

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 10.7

SUBJECT: Review and approve contract amendments, # 7 and #8, with Wallace Group for additional work related to the separation and preparation of separate construction documents, bid phase support, and support during construction for 1) The installation and connection of the switchgear purchased under separate board action and 2) Construction of perimeter fencing around the Machado WWTF expansion parcel. (**Approve by 3/5 vote**) (Pg. 291-300)

SUGGESTED ACTION: It is recommended that after review and discussion that the Board approve, by 3/5 vote of the Board, and authorize the General Manager to execute, contract amendments # 7 and #8 with Wallace Group Inc for the preparation of construction documents, bid phase support, and support during construction for; 1) The installation and connection of the switchgear purchased under separate board action and 2) Construction of perimeter fencing around the Machado WWTF expansion parcel.

DISCUSSION:

The District is currently awaiting final funding agreements with the Clean Water State Revolving Fund (CWSRF) which is projected to cover the majority, in not all, of the costs associated with the expansion and upgrade of the Machado Wastewater Treatment Facility (WWTF). However due to the continued delay in receiving that agreement, and the impending deadline to complete the photovoltaic solar array the District will need to install the switchgear and fencing for the WWTF in advance of the major construction. This will require a contract amendment for the modification of the existing plan sets to separate out construction documents to create separate bid sets for the installation of the switchgear as well as the installation of the site perimeter fencing.

Contract amendment #7 Switchgear installation (\$21,600)

Extract and modify relevant drawings and technical specifications from the 100% design set to create a bid-ready package for installation of the switchgear, conduit to solar PV system, temporary disconnect and connection to existing electrical service, and other necessary infrastructure and equipment to allow PG&E to set the new service meter for the Solar PV be ready to operate and meet the NEM 2.0 deadline.

Contract amendment #8 Perimeter fencing (\$9,735)

Extract and modify relevant drawings and technical specifications from the 100% design set to create a bid-ready package for construction of the west, north, and east site fencing and entrance gate.

Both amendments are building on information which is predominantly already available in the 100% plan set, but is to be packaged for separate bid release which requires additional time be spent above and beyond the original scope of work.

Both proposed amendments are attached to this report for review and approval.

FISCAL IMPACT:

Contract amendment #7 \$21,600

Contract amendment #8 \$9,735

Total commitment for CA #7 and #8 of \$31,335 to be paid from wastewater fund (40-587)

PREPARED BY: Kelly Dodds

CONTRACT AMENDMENT

Project Name: Machado WWTF Upgrade & Expansion Design	CA No. 7
Client Name: San Miguel CSD	Project/Phase No. 0406-0031
Attention: Kelly Dodds	Date: November 11, 2025
Address: PO Box 180, San Miguel, CA, 93451	



Wallace Group requests the Client's authorization to proceed with revisions to the contract agreement for the above referenced project as herein described. Approval below incorporates this document as a part of the original contract signed October 5, 2022. If approved, please return one signed original Contract Amendment to Wallace Group.

Description and Purpose of the Revisions

Purpose: Extract and modify relevant drawings and technical specifications from the 100% design set to create a bid-ready package for installation of the switchgear, conduit to solar PV system, temporary disconnect and connection to existing electrical service, and other necessary infrastructure and equipment to allow PG&E to set the new service meter for the Solar PV be ready to operate and meet the NEM 2.0 deadline.

Scope:

1. Project Management

- Provide project management and administration, including client coordination, coordination between subconsultants, and QA/QC of deliverables.

2. Switchboard Construction Design Documents

- Prepare design drawings and technical specifications for installation of the switchboard, conduit, and temporary disconnect (400A) between new switchboard and existing service to allow for a new PG&E service and ready for the solar PV system and schedule.
- Utilize existing drawings to the extent possible, screening back components that are not part of this scope. Some sheets will require modifications. Below are the sheets we anticipate including in the package; however, additional sheets may be added as needed:
 - i. Title sheet, general notes, legend, abbreviations as needed.
 - ii. E0.1 Electrical General Notes and Legend
 - iii. E0.2 Modified Single Line Diagram showing PG&E Transformer, Service Switchboard, PV System, and temporary disconnect to existing service entrance.
 - iv. E0.3 SSB Elevation Details. Modify SSB dimensions to align with selected Eaton equipment.
 - v. E0.5 Modified Conduit, Cable, Underground Schedule
 - vi. E0.6 Modified Panel Schedule.
 - vii. E1.1 Modified Complete Site Electrical Plan. Fade back future work to show only work included in this scope. Add temporary 400A disconnect and overhead between the new service entrance and the existing service entrance.
 - viii. E2.3 Modified to show PV System Conduit Continuation
 - ix. E6.0 & 6.1- Details as needed
 - x. S5.4 SSB & PV Disconnect Slab Plans & Details, modified to align with selected Eaton equipment. Pull in relevant notes from S0 sheets.

CIVIL AND
TRANSPORTATION
ENGINEERING

CONSTRUCTION
MANAGEMENT

LANDSCAPE
ARCHITECTURE

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ADMINISTRATION

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WATER RESOURCES

WALLACE GROUP
A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

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F 805 544-4704

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- xi. Relevant structural details from S1.X and/or S3.1.
 - xii. Final PG&E construction drawings.
 - Utilize the existing specifications to the extent possible and modify as needed. Technical Specifications are expected to include but are not limited to the following sections:
 - i. Division 01- General Requirements
 - ii. Division 03- Concrete
 - iii. Division 26- Electrical
 - Incorporate District draft review comments into a final design deliverable. Provide response to draft review comments.
3. Bid Phase Support
- Attend and participate in one pre-bid meeting/site walk. Assume the pre-bid meeting will be the same day and consecutive with the Site Fencing pre-bid meeting.
 - Review and respond to RFIs during the bidding process through addenda.
4. Engineering Support During Construction
- Attend one (1) preconstruction meeting with the contractor and PG&E
 - Attend weekly 30-minute construction meetings while on site work is proposed (assumes up to 4 meetings).
 - Coordination with PG&E during construction
 - Review and respond to RFIs and Submittals
 - Review and respond to change order requests
 - Prepare as-builts from contractor redlines
 - Attend one (1) site project close-out walk with SMCSO to facilitate project punch list. Coordinate close out negotiations with contractor and SMCSO.

Deliverables:

- Draft and Final Solar PV Ready Design Drawings and Technical Specifications. Response to Draft and Final Design Package comment.
- Bid Phase: Responses to bid question.
- ESDC: Submittal responses, RFI responses, contract document clarifications, record drawings.

Assumptions: EJCDC Front Ends will be prepared by the District Engineer. District Engineer will prepare formal addenda.

See attached estimate for detailed fee breakdown.



Revision(s) Represent:

- a change in previous instructions
- a change in Scope of Services
- other:

Revision(s) Fee:

- hourly (time & materials) \$21,600
- progress billing: \$
- not-to-exceed w/o authorization: \$

Revision(s) will be invoiced as:

- increase to an item within the existing contract
- a new item added to existing contract

Issued by,

WALLACE GROUP, a California Corporation

APPROVED BY CLIENT:

A blue ink handwritten signature, appearing to read "B. Childress", written over a horizontal line.

Bryan D. Childress, PE M37934/C88775
Principal/Director of Mechanical Engineering
612 Clarion Court
San Luis Obispo
California 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

Signature

Printed Name

Title

Date

**Wallace Group Team Resource Estimate for the
Switchboard Construction Package**

BUDGET SUMMARY

PHASE/TASK No.	TASK DESCRIPTION	OTTO ELECTRICAL	MURPHY STRUCTURAL ENGINEERS	WALLACE GROUP - SENIOR ENGINEER	Misc. Direct Costs	TOTAL LABOR HOURS	LABOR \$	TOTAL COST \$
		HRS	HRS	HRS	COST	HRS		
		RATE	\$250	\$250	\$180			
1	Construction Documents	40	12	10		62	\$14,800	\$14,800
2	Bid Phase Support	8		10		18	\$3,800	\$3,800
3	Engineering Support During Construction	12				12	\$3,000	\$3,000
	SUB-TOTALS	60	12	20		92	\$21,600	\$21,600
	LABOR COSTS	\$15,000	\$3,000	\$3,600				\$21,600
	DIRECT COSTS							
	TOTAL							\$21,600

Task Budgets may fluctuate within Overall Budget

* Designates Prevailing Wage

2025 std rates apply

CONTRACT AMENDMENT

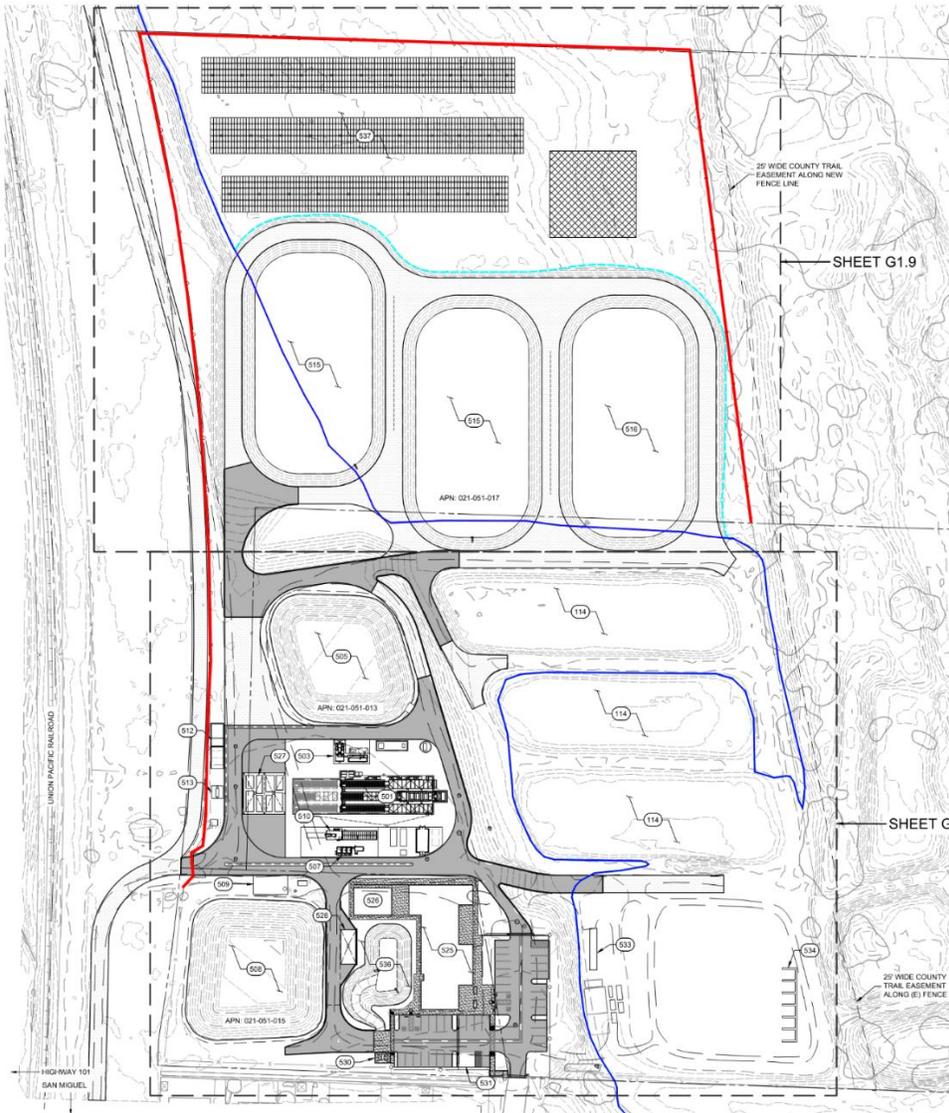
Project Name: Machado WWTF Upgrade & Expansion Design	CA No. 8
Client Name: San Miguel CSD	Project/Phase No. 0406-0031
Attention: Kelly Dodds	Date: November 11, 2025
Address: PO Box 180, San Miguel, CA, 93451	



Wallace Group requests the Client's authorization to proceed with revisions to the contract agreement for the above referenced project as herein described. Approval below incorporates this document as a part of the original contract signed October 5, 2022. If approved, please return one signed original Contract Amendment to Wallace Group.

Site Fencing Bid Package Description and Purpose of the Revisions

Purpose: Extract and modify relevant drawings and technical specifications from the 100% design set to create a bid-ready package for construction of the west, north, and east site fencing and entrance gate outlined in red below:



CIVIL AND
TRANSPORTATION
ENGINEERING

CONSTRUCTION
MANAGEMENT

LANDSCAPE
ARCHITECTURE

MECHANICAL
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Scope:



1. Project Management

- Provide project management and administration, including client coordination, coordination between subconsultants, and QA/QC of deliverables.

2. Site Fencing Design Documents

- Prepare design drawings and technical specifications for installation of the site fencing and gates at the WWTF to enclose the solar PV system.
- Utilize existing drawings to the extent possible, screening back components that are not part of this scope. Some sheets may require modifications. Preliminary sheet list below:
 - i. Title sheet, general notes, legend, abbreviations as needed.
 - ii. G1.7, 8, 9- Site Plan modified to screen back other work and only show site fencing and N Street entrance gate to align with scope of work.
 - iii. Relevant details.
- Utilize the existing specifications to the extent possible and modify as needed. Technical Specifications are expected to include but are not limited to the following sections:
 - i. Division 01- General Requirements
 - ii. Section 32 31 13- Chain Link Fences and Gates and related requirements as needed
- Incorporate District draft review comments into a final design deliverable. Provide response to draft review comments.

3. Bid Phase Support

- Attend and participate in one pre-bid meeting/site walk. Assume the pre-bid meeting will be the same day and consecutive with the Solar PV Ready pre-bid meeting.
- Review and respond to RFIs during the bidding process through addenda.

4. Engineering Support During Construction

- Attend one (1) preconstruction meeting
- Review and respond to RFIs and Submittals
- Review and respond to change order requests
- Prepare as-builts from contractor redlines
- Attend one (1) site project close-out walk with SMCSO to facilitate project punch list. Coordinate close out negotiations with contractor and SMCSO.

Deliverables:

- Draft and Final Site Fencing Design Drawings and Technical Specifications. Response to Draft and Final Design Package comment.
- Bid Phase: Responses to bid question.
- ESDC: Submittal responses, RFI responses, contract document clarifications, record drawings.

Assumptions: EJCDC Front Ends will be prepared by the District Engineer. District Engineer will prepare formal addenda.

See attached estimate for fee breakdown.



Revision(s) Represent:

- a change in previous instructions
- a change in Scope of Services
- other:

Revision(s) Fee:

- hourly (time & materials) \$9,735
- progress billing: \$
- not-to-exceed w/o authorization: \$

Revision(s) will be invoiced as:

- increase to an item within the existing contract
- a new item added to existing contract

Issued by,

WALLACE GROUP, a California Corporation

APPROVED BY CLIENT:

Bryan D. Childress, PE M37934/C88775
Principal/Director of Mechanical Engineering
612 Clarion Court
San Luis Obispo
California 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

Signature

Printed Name

Title

Date

**Wallace Group Team Resource Estimate for the
Site Fencing Bid Package**

BUDGET SUMMARY

PHASE/TASK No.	TASK DESCRIPTION	Principal	Senior Civil Engineer I	Associate Engineer II	Misc. Direct Costs	TOTAL LABOR HOURS	LABOR \$	TOTAL COST \$
		HRS	HRS	HRS	COST	HRS		
		RATE	\$280	\$205	\$145			
1	Project Management	2				2	\$560	\$560
2	Construction Documents	1	6	24		31	\$4,990	\$4,990
3	Bid Phase Support		8			8	\$1,640	\$1,640
4	Engineering Services During Construction		11	2		13	\$2,545	\$2,545
SUB-TOTALS		3	25	26		54	\$9,735	\$9,735
WALLACE GROUP LABOR COSTS		\$840	\$5,125	\$3,770				\$9,735
WALLACE GROUP DIRECT COSTS								
SUBCONSULTANT DIRECT COSTS								
DIRECT COSTS OVERHEAD @							15%	
TOTAL								\$9,735

Task Budgets may fluctuate within Overall Budget

* Designates Prevailing Wage

2025 std rates apply

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 10.8

SUBJECT: Authorize the General Manager to contract with Geo Solutions in an amount not to exceed \$11,920 for soils engineering and boring work, and SWCA in an amount not to exceed \$32,274 for environmental work, related to the SLT Booster Station design and Tank site with related budget adjustment by RESOLUITON 2025-50 (**Approve by 3/5 Vote**) (Pg. 301-314)

SUGGESTED ACTION: Discuss and authorize the General Manager to execute contracts with Geo Solutions and SWCA for work related to the design of the proposed SLT Tanks and Booster station. Including authorization of related budget adjustment by Resolution.

DISCUSSION:

The District operates the potable water distribution system within the community which is bisected by the Salinas River. For the last several years the District has been working on securing the property and grants to build a booster pump station and replacement water tank at the intersection of River Road and Power Road on the East side of the Salinas River. This project is to construct a booster pump station and in the future a water tank which will dramatically improve the domestic water pressure on the San Lawrence Terrace as well as increase available fire flows to those comparable to industry standards. In December 2024, the Board voted to pause the project until grant funding is available. However in September 2025, the Board expressed interest in moving the project forward. Since that time Staff has been working on a path forward for design of this project. Some of the design analysis work was able to be included in the Water Masterplan update. However, in order to prepare for the next phase of the project design the District needs to perform site studies and prepare reports for geotechnical and environmental work.

The proposed contracts with Geo Solutions and SWCA will provide the necessary site inspection and reporting to provide the necessary information for the design engineers to bring this project to a shovel ready state. The contract with SWCA is assumed for the higher of the proposed costs, however it is likely that they will conclude that a full environmental report is not required and that an amendment to the existing report or a determination of mitigated negative declaration is appropriate, which will reduce the overall cost.

The required environmental site work requires that a botanical survey be performed in February/ March. This requires that a contract is approved far enough in advance of that to permit enough lead time to schedule the surveys. Though the initial project will be to replace the existing booster station, the geotechnical and environmental work performed through these contracts will encompass the work necessary for the tank planning and construction as well.

Both proposals are attached to this report for review. Approval will increase the expense item for the expense item SLT Tank and Booster Station Project by \$44,194.

FISCAL IMPACT:

Approval of the proposed contracts will increase the water budget object 50-961 by a combined \$44,194.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2025-50

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICE DISTRICT AUTHORIZING THE GENERAL MANAGER TO EXECUTE AGREEMENTS WITH SWCA ENVIRONMENTAL CONSULTING AND GEO SOLUTIONS INCLUDING BUDGET ADJUSTMENTS.

WHEREAS, the San Miguel Community Services District owns and operates the potable water production distribution and storage facilities within the community; and

WHEREAS, the District owns, operates, and maintains a 50,000 gallon water storage tank on the San Lawerance Terrace which is undersized, and operates the water system within the San Lawerance Terrace area which is has insufficient pressures and flows during emergency conditions to which the Board of Directors has identified the SLT Booster Pump and Tanks as a project; and

WHEREAS, the Board of Directors understands the importance of maintaining adequate pressures and water storage to ensure sufficient water supplies are available for domestic and emergency uses; and

WHEREAS, the Board of Directors wishes to contract for the required environmental and geotechnical surveys, studies, and reports to prepare for future design and construction activities at the SLT Booster Pump and tank site.

NOW, THEREFORE, BE IT RESOLVED, the Board does, hereby authorize the General Manager to execute the following contracts

- 1) SWCA Environmental Consultants for required cultural, biological and CEQA related work at a cost not to exceed \$32,274
- 2) Geo Solutions for required geological technical services at a cost not to exceed \$11,920

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board does, hereby, authorize budget adjustments to the water fund as follows for this project:

- Fiscal Year 2025-26 Expenditure Increase to 50-961 by \$44,194

Signatures on next page

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 _____ day of _____ 2025.

Kelly Dodds, General Manager

_____, Board President

ATTEST:

Tamara Parent, Board Clerk

APPROVED AS TO FORM:

Christina M. Pritchard, Deputy General Counsel

PROPOSAL FOR GEOTECHNICAL SERVICES

DATE

November 24, 2025

PROJECT NUMBER

GS00535-1

CLIENT

San Miguel CSD
1765 Bonita Place,
San Miguel, CA 93451

PROJECT NAME

San Miguel CSD
0.25 MG Tank Project
Power Road at N. River Road
San Miguel Area
San Luis Obispo County
California

1.0 INTRODUCTION

GeoSolutions, Inc. hereby presents this proposal to provide geotechnical services for the proposed San Miguel Community Services District 0.25 MG Tank Project to be located off Power Road at North River Road, in the San Miguel area of San Luis Obispo County, California. Water Systems Consulting will hereafter be referred to as the Client.

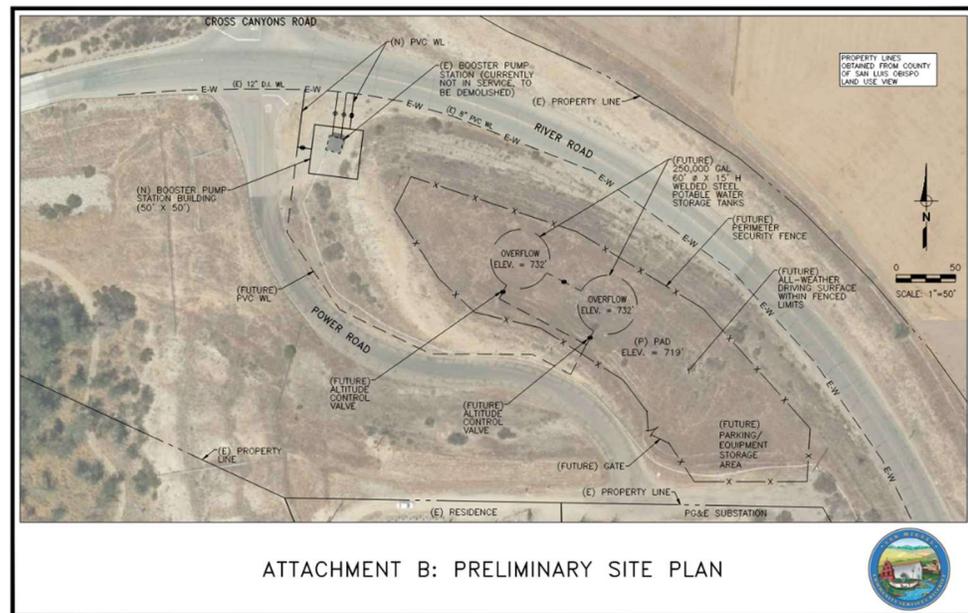
This proposal presents our project understanding, proposed scope of services, preliminary schedule and costs associated with preparing Soils Engineering Report for the project in accordance with requirements of the County of San Luis Obispo, 2025 California Building Code (CBC), and/or industry standard practices.

2.0 PROJECT UNDERSTANDING

Our project understanding is based on information provided by the client and preliminary review of relevant geologic data available in the Site vicinity. The proposed project will consist of adding a new water storage tank with a capacity of 250,000 gallons, as well as a booster pump station.

The proposed new water tank and booster pump station are to be located between River Road and Power Road (approximate coordinates 35.7529° N, 120.6842° E).

The location of the proposed tank and booster pump station is relatively level with slopes that descend towards N. River Road and Power Road at gradients of approximately 2 to 1 (horizontal to vertical). Geologic maps of the area show the Site being underlain by Surficial Sediments (Qa). See Figure 1: Preliminary Site Plan, for the layout of existing and proposed improvements at the Site.



ATTACHMENT B: PRELIMINARY SITE PLAN

Figure 1: Preliminary Site Plan

3.0 SCOPE OF SERVICES

Based on our understanding of the project needs and site conditions, we propose the following scope of services to prepare a Soils Engineering Report for the project.

220 High Street
San Luis Obispo CA 93401
805.543.8539

1021 Tama Lane, Suite 105
Santa Maria, CA 93455
805.614.6333

PO Box 30159
Santa Barbara, CA 93105
805.966.2200

info@geosolutions.net

sbinfo@geosolutions.net

3.1 Field Exploration

The proposed field exploration will consist of advancing three (3) exploratory borings. One of the exploratory borings will be advanced to a maximum depth of 50-feet below ground surface (bgs), or until auger refusal of the drill rig, within the footprint of the proposed tank pad area. The other boring in the tank pad area will be advanced to a maximum depth of 20 feet bgs. The boring within the footprint of the proposed pump station building will be advanced to a maximum depth of 10 feet bgs. The proposed boring locations are provided in Figure 2: Proposed Field Exploration. The actual boring locations will be determined based on utility clearance, drill rig access, and discussions with the project team.

A predrill Site visit will be performed in order to coordinate proposed exploration locations with the project team and/or mark for utility clearance (DigAlert). We assume that drill rig access at the proposed boring locations will be provided and that no permits are required for our fieldwork.



Figure 2: Proposed Field Exploration

The data obtained will be used to develop recommendations for site preparation, grading, and foundations. The Project Engineer will observe the boring operations and record the sub-surface soil conditions in Boring Logs. During the field exploration, sampling will be performed at approximately 5.0-foot intervals. Bulk and relatively undisturbed soil samples will be obtained in the field for classification and laboratory testing. The exploratory borings will be backfilled with auger cuttings..

3.2 Laboratory Testing

Selected soil samples that are representative of the site conditions will be tested in our laboratory to determine relevant engineering properties. Anticipated testing for the project includes:

- Soil Classification (ASTM D2487, D2488)
- Expansion Index (ASTM D4829)
- Liquid Limit, Plastic Limit, and Plasticity Index (ASTM D4318)
- Soil Particle Size Analysis (ASTM D422)
- Direct Shear (ASTM D3080)
- Laboratory Maximum Density (ASTM D1557)
- Corrosivity – Redox, pH, Conductivity, Resistivity, Sulfates, and Chlorides (ASTM D1498, D4972, D1125M, G57, D4658M, and D4327)

3.3 Analysis and Report Preparation

Pertinent published and unpublished geotechnical studies and literature of the subject project area will be reviewed under the direction of the Project Engineer. Geotechnical engineering analyses will be performed using the data obtained during our literature review, field exploration, and laboratory testing. The analyses will be used to help form our Soils Engineering Report for the project providing geotechnical recommendations pertaining to:

- Location and depth to bedrock, if encountered
- Depth to groundwater, if encountered
- Grading requirements
- Processing of soils and depth of over-excavation
- Drainage and erosion considerations
- Foundation design considerations including settlement, bearing capacity, minimum depth and width parameters
- Trench/wall backfill procedures
- Seismic design considerations including structural building design parameters and seismic lateral earth pressures *

** We assume a site-specific ground motion hazard analysis (GMHA) will not be required for the project. If a site-specific GMHA is required, additional fees will apply.*

A digital copy (pdf) of this report will be emailed to the client and/or client representative. One paper copy can be provided upon request.

4.0 SCHEDULE

Receipt of the signed agreement for professional services signifies the start of the schedule. Please note this schedule is only approximate and is subject to change.

- Field exploration: within approximately three weeks of receiving signed agreement.
 - Please note that delays in our ability to schedule the field exploration due to weather, permitting, etc. may cause a corresponding delay in the anticipated timeline for report publication.
- Laboratory analysis: within approximately three to four weeks of field exploration.
- Report preparation: within approximately two weeks of laboratory analysis.

The report(s) will be submitted within approximately **eight to nine weeks** of receipt of written authorization to proceed.

To initiate the proposed services, please sign and return a copy of the included Agreement for Professional Services. Any alterations to the original Agreement for Professional Services may result in a delay of the proposed services or our inability to execute the proposed services.

5.0 FEE ESTIMATE

Our fees for the proposed geotechnical services include field exploration, laboratory testing, and preparation of a Soils Engineering Report. A breakdown of costs associated with our work scope is provided below. We understand this is a prevailing wage project. Our fees are based on a flat rate and are as follows:

Soils Engineering Report

<i>Pre-Drill Site Visit/Utility Marking and Pre-drill Coordination</i>	\$ 1,100.00
<i>Field Exploration</i>	\$ 6,120.00
<i>Laboratory Testing</i>	\$ 2,500.00
<i>Report Preparation</i>	\$ 2,200.00
TOTAL:	\$ 11,920.00

We will not incur expenditures above **\$ 11,920.00** without your prior authorization.

6.0 TERMINATION OF SERVICES

This contract may be terminated by either party. Any fees accrued by GeoSolutions, Inc. after receipt of the signed Agreement for Professional Services will be the responsibility of the client.

7.0 ADDITIONAL GEOTECHNICAL AND INSPECTION SERVICES

GeoSolutions, Inc. assumes that it will be retained to provide additional services during future phases of the proposed project. These services would be provided by GeoSolutions, Inc. as required by the County of San Luis Obispo, the 2022 CBC, and/or industry standard practices. These services would be in addition to those included in this document.

8.0 PROJECT CONSIDERATIONS

It is the responsibility of the client and/or the client representative to provide access to the project site for our testing equipment. The locating of any underground utility within the property limits is the responsibility of the client and/or the client representative. If the client/client representative is uncertain about the locations of underground utilities, a professional locating service should be contracted.

We will contact Underground Service Alert (USA) to locate utilities in the public right of way and exercise caution during field exploration. If paint is used to mark utility locations, GeoSolutions, Inc. will not remove paint marks. GeoSolutions, Inc. will not be liable for damage or injury arising from damage to existing utilities.

It should be noted when drilling on or near developed properties, we will attempt to minimize damage to the existing landscape, hardscape, and/or pavement areas. GeoSolutions, Inc. will not be liable for damage to existing landscape, hardscape, and pavements.

If available, topographic maps and a the most up to date site plans should be provided to us prior to the field exploration. Any change in the layout could necessitate additional work. Review of subsequent plan changes and/or other project requirements would be charged as additional cost in accordance with our current fee schedule. We request that any previous geologic or geotechnical reports conducted for the site be submitted to us.

9.0 CLOSURE

This proposal, including, but not limited to, the terms of payment, proposed services, and schedule for proposed services, is valid for 90 days from the proposed date.

Discussion, consultation, meetings, additional fieldwork, design changes, plan review, or other services requested after the completion of the final report will be considered a separate element and billed on a "Time and Materials" basis in accordance with the current Fee Schedule.

We look forward to providing professional soils engineering services for your project. If you have any questions, please contact the undersigned at (805) 543-8539.

Sincerely,
GeoSolutions, Inc.

Brian Jagger
Brian Jagger, PE
C94946



Attachment: AGREEMENT FOR PROFESSIONAL SERVICES



AGREEMENT FOR PROFESSIONAL SERVICES

Project Description: Provide geotechnical services to prepare a Soils Engineering Report in accordance with this proposal dated November 24, 2025

This Agreement is entered into by and between GEOSOLUTIONS, INC. and the Client named above, as follows:

1. GEOSOLUTIONS, INC. agrees to perform professional services at the Project location described herein, the scope of which services is briefly described above. Client acknowledges that the Proposal referenced and dated above, applicable to the subject project is hereby made part of this Agreement for Professional Services.
2. Unless otherwise specifically agreed in writing, GEOSOLUTIONS, INC. services shall be performed on a fixed fee and/or time and materials basis in accordance with the proposal and/or fee schedule attached to this Agreement. Any estimate of the total cost for the scope of work described herein is provided in good faith, but is intended as an estimate only in recognition of the many variables that may affect the execution of professional services (including, without limitation, conditions in the field, coordination with other trades, field change orders, and the like).
3. All fees and other charges attributable to this Agreement shall be invoiced at completion of services. Release of work product to Client is contingent upon receipt of client payment in full to GeoSolutions, Inc. unless otherwise specifically agreed to in writing by both parties. Invoices are due and payable upon receipt. After thirty (30) days, late charges shall accrue on invoices at the rate of 1.5% per month. Should Client dispute any fee or charge, written notice of such dispute must be provided to GEOSOLUTIONS, INC. within thirty (30) days after invoice date; otherwise, invoiced items and amounts shall be conclusively presumed correct. If it becomes necessary for GEOSOLUTIONS, INC. to file suit to collect any sum due for professional fees or costs, the prevailing party in such collection action shall be entitled to reasonable attorney's fees and costs incurred therein.
4. Any change order or expansion or modification of the scope of work, or additional services to be provided by GEOSOLUTIONS, INC., shall be agreed upon in writing, to the extent that it is reasonably practicable to do so, and such modified or additional work shall be governed by each and every provision of this Agreement; provided, however, that Client's acceptance of the work as modified or enlarged shall be deemed a waiver of any requirement of a written change order associated therewith.
5. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Geosolutions, Inc. and Geosolutions, Inc.'s officers, directors, partners, employees, agents and subconsultants, and any of them, to the Client and anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of Geosolutions, Inc. or Geosolutions, Inc.'s officers, directors, employees, agents or subconsultants, or any of them, shall not exceed the total compensation received by Geosolutions, Inc. under this Agreement, or the total amount of \$35,000 whichever is greater.
6. GEOSOLUTIONS, INC. shall perform professional services hereunder in accordance with generally accepted professional practice in its fields of specialty. No other warranty or representation of quality or result, either express or implied, is included or intended in our proposal, agreements or reports. Any and all reports or other findings, conclusions or recommendations provided to Client by GEOSOLUTIONS, INC. shall be strictly subject to the conditions and limitations stated therein. Any material departure from such conditions or limitations by Client shall relieve GEOSOLUTIONS, INC. of any liability which would otherwise arise in connection with such reports or recommendations.
7. To the fullest extent permitted by law, Client agrees to indemnify, but shall have no obligation to defend, and hold harmless GEOSOLUTIONS, INC. from any and all liability, costs, loss, damages, or judgments arising directly or indirectly out of the conduct of Client, its employees, subcontractors, design professionals, agents, suppliers, and representatives, regardless of whether or not the active or passive fault of GEOSOLUTIONS, INC. contributed to the claim, loss, damage or liability.
8. In the event that Client requests termination of the services contemplated by this Agreement prior to the completion thereof, GEOSOLUTIONS, INC. reserves the right to complete such analyses, records, and reports as may be necessary to place its file in order and reasonably to protect its reputation for professional competence. All files, drawings, samples, field notes, and reports, including the authorized submission of final reports to public agencies, shall remain the property of GEOSOLUTIONS, INC. until GEOSOLUTIONS, INC. has received payment in full for fees and costs billed hereunder. The actual or threatened use of any such material in contravention of GEOSOLUTIONS, INC.'S ownership rights hereunder shall be grounds for appropriate injunctive relief.
9. GEOSOLUTIONS, INC. will diligently proceed to complete the professional services described in this Agreement in a timely manner. However, it is expressly agreed that GEOSOLUTIONS, INC. shall not be held responsible for delays in performance occasioned by factors beyond GEOSOLUTIONS, INC.'S control.

DATE
November 24, 2025

PROJECT NUMBER
GS00535-1

CLIENT
San Miguel CSD
1765 Bonita Place,
San Miguel, CA 93451

PROJECT NAME
San Miguel CSD
0.25 MG Tank Project
Power Road at N. River
Road
San Miguel Area
San Luis Obispo County
California

220 High Street
San Luis Obispo CA 93401
805.543.8539

1021 Tama Lane, Suite 105
Santa Maria, CA 93455
805.614.6333

PO Box 30159
Santa Barbara, CA 93105
805.966.2200

info@geosolutions.net
sbinfo@geosolutions.net

GeoSolutions, Inc.
Brian Jagger, C94946

Signature: _____

Date: _____

Client:
San Miguel CSD

Signature: _____

Date: _____



ENVIRONMENTAL CONSULTANTS

Sound Science. Creative Solutions.®

4111 Broad Street, Suite 210
San Luis Obispo, California 93401
Tel 805.543.7095
www.swca.com

November 17, 2025

Kelly Dodds, General Manager
San Miguel Community Services District
PO Box 180
1765 Bonita Place
San Miguel, CA 93451

Submitted via email: hfreed@wsc-inc.com

**Re: San Miguel Community Services District Water System Improvements Project CEQA Support /
SWCA No. P80996**

Dear Kelly Dodds:

SWCA Environmental Consultants (SWCA) appreciates the opportunity to provide you with our scope of work and cost estimate to support the San Miguel Community Services District (District) with preparing appropriate California Environmental Quality Act (CEQA)-compliant documentation for the proposed Water System Improvements Project (project). We understand the District is proposing construction of a new 0.25-million-gallon storage tank and booster pump station.

Based on our understanding of the project and proposed improvements, we believe an Initial Study/Mitigated Negative Declaration (IS/MND) is the appropriate level of CEQA review for this project. The cost to complete the proposed tasks is described in the attached budget following the detailed scope of work. Thank you for providing us with the opportunity to work with you. Should you have any questions regarding our scope of work or cost estimate, please feel free to contact me at (805) 786-2550 or brandi.cummings@swca.com.

Sincerely,

A handwritten signature in blue ink that reads "Brandi Cummings". The signature is written in a cursive, flowing style.

Brandi Cummings
Senior Planning Team Lead

WORK PROGRAM

SWCA Environmental Consultants (SWCA) has developed the following proposed approach and scope of work for the San Miguel Community Services District Water System Improvements Project (project), which is intended to provide an overview of how we would manage and implement preparation of the environmental documentation based on our understanding of the project and past experience with similar projects.

We understand the District is planning, designing, and will construct a new 0.25-million-gallon storage tank and booster pump station needed to provide adequate storage and pressure for the west side of the distribution system. Based on our understanding of the project and proposed improvements, we believe an Initial Study/Mitigated Negative Declaration (IS/MND) is the appropriate level of California Environmental Quality Act (CEQA) review for this project. Our scope to complete these tasks is described below.

SCOPE OF WORK

PHASE 1: KICKOFF TASKS

Task 1.1: Project Management / Quality Assurance/Quality Control

SWCA project management will include general management of the SWCA team, as well as coordination and correspondence with the District, WSC, and regulatory agencies, as deemed appropriate by WSC. [Project Manager Brandi Cummings](#) will serve as the Environmental Team Lead and SWCA Project Manager for the proposed project.

Our approach to project management includes maintaining clear and consistent lines of communication within the project team to ensure environmental tasks are completed in line with the project schedule and scope. It has been our experience that maintaining open lines of communication is critical when challenging circumstances arise to minimize confusion and maximize the problem-solving effort. Upon request, regular (i.e., monthly) progress reports can be prepared and submitted to the District via email throughout the duration of the project.

Task 1.2: Project Kickoff and Early Coordination

SWCA will review all available materials pertaining to the proposed improvements. Following review of these materials, SWCA will coordinate with WSC and the District to conduct a site visit and general reconnaissance survey to assess the project sites for any changes to the previously documented site conditions.

Task 1.3: Project Description

A finite and stable Project Description is essential to successful completion of the environmental documentation process. A Draft Project Description will be prepared based on the project details provided by WSC and the District, as well as existing documentation available for the site. SWCA will review all materials associated with the project and submit a data request (if needed) where additional information or clarification may be needed to prepare the Project Description and to support the CEQA analysis. Upon receipt of requested project information, SWCA will prepare a preliminary Project Description for review and approval by WSC and the District. Project design details in the Project Description will be supplemented with any information needed to facilitate preparation of the environmental document.

Task 1 Assumptions

- Up to two rounds of review of the Project Description by WSC and the District.

PHASE 2: TECHNICAL STUDIES

Task 2.1: Phase I Archaeological Survey Report

Based on our review of the approved Final MND and Dudek's 2021 Phase I Archaeological Survey Report (ASR) prepared for the original project, SWCA has provided the following scope to prepare a supplemental Phase I ASR to support the analysis of the new project components.

Records Search and Literature Review

SWCA assumes the results of Dudek's 2020 records search from the Central Coast Information Center (CCIC) will be provided to our cultural resources team for review and incorporation into the supplemental Phase I ASR. Because Dudek's records search included a 1-mile radius, which overlaps with the proposed project components, a new records search is not proposed for the supplemental Phase I ASR.

Native American Coordination

SWCA will provide support to the District to initiate supplemental tribal coordination, if necessary.

Field Survey

Upon completion of the records search of the California Historical Resources Information System (CHRIS) at the CCIC, SWCA will conduct an intensive pedestrian survey of areas not previously addressed in the Dudek study. SWCA cultural resources specialists will conduct the survey utilizing pedestrian transects spaced at intervals of approximately 10 meters, covering all portions of the project area. For the purposes of this proposal and cost estimate, SWCA assumes that the survey will be negative and does not include the recordation of any resources. If any resources (e.g., prehistoric or historic archaeological sites, built environment resources) are identified during the pedestrian survey, a change order will be requested in order to officially document the resource(s). No testing or evaluation will be conducted, nor will any artifacts, samples, or specimens be collected during the survey.

Technical Report

Once the literature review and field survey are completed, SWCA will prepare a supplemental Phase I ASR that will summarize the results of the study, as well as provide management recommendations for resources within or near the project area. The report will include maps depicting the area surveyed for cultural resources. SWCA assumes that an electronic draft of the Phase I ASR and figures will be submitted to WSC and the District for review. Upon receipt of comments on the draft document, SWCA will incorporate the input and produce the final report. SWCA assumes that only one round of review will be necessary. If the locations of sensitive archaeological sites or Native American cultural resources are shown or described in the report, the Phase I ASR will be considered confidential. The report may not be distributed to the public. In order to protect these sensitive resources, the confidential Phase I ASR shall be made available only to qualified cultural resources personnel, the landowner, and project management personnel on a "need-to-know" basis.

Task 2 Assumptions

- A new records search is not required.
- Field survey crew will have access to the entire project area.
- If cultural resources are identified, a change order would be required to prepare resource forms and formal documentation.
- A significance evaluation of cultural resources is not included in this scope of work.

PHASE 3: INITIAL STUDY/MITIGATED NEGATIVE DECLARATION

Task 3.1: Initial Study/Mitigated Negative Declaration

Administrative Draft IS/MND

SWCA will prepare the Administrative Draft IS/MND using the District's preferred template. Preparation of the CEQA IS Checklist will include an assessment of all resources as required by State CEQA Guidelines Appendix G. The environmental analysis will incorporate all previously prepared technical studies and any additional information provided by WSC and the District. Project-specific air emissions will be quantified using the California Emission Estimator Model (CalEEMod) and output spreadsheets will be included as an attachment to the IS/MND.

The Administrative Draft IS/MND will be written in language understandable to the public and decision makers and will utilize graphics and tables to clearly present information. The IS/MND will be concise and focus on the most important issues identified through public and/or internal scoping. Key issue areas are anticipated to include biological resources, cultural resources, and temporary construction-related impacts. The IS/MND will include a Mitigation Monitoring and Reporting Program (MMRP), which will identify each mitigation measure, the appropriate milestone or timing to implement the measure, the responsible party, and any reporting requirements.

This task also includes necessary support and documentation (preparation of a draft notification letter) to support the Assembly Bill (AB) 52 tribal consultation process.

Draft IS/MND and CEQA Noticing

This task assumes up to two rounds of review by WSC and the District and revision of all sections of the IS/MND. Following receipt of comments from WSC and the District, SWCA will finalize the Draft IS/MND and MMRP for public review and circulation. SWCA will prepare all required CEQA notices, including the Notice of Intent to Adopt a Mitigated Negative Declaration (NOI), Summary Form for State Clearinghouse submittal, and Notice of Completion (NOC). SWCA will submit electronic copies of the Draft IS/MND, MMRP, and notices to the District to complete circulation and for submittal to the State Clearinghouse.

Response to Comments and Final IS/MND

After the close of the 30-day public comment period on the Draft IS/MND, SWCA will review agency and public comments received by the District. Although not strictly required by CEQA for an MND, if requested by the District, SWCA will prepare written responses to substantive comments received on the IS/MND (if any) for the Administrative Record and to inform decision makers. SWCA assumes no more than 10 substantive comments will require responses. SWCA will incorporate any necessary clarifications and edits and prepare the Final IS/MND and MMRP. SWCA will prepare a draft Notice of Determination (NOD) for review by the District.

Task 3 Assumptions

- SWCA will electronically provide the IS/MND to all agencies and interested parties identified on an District-approved notification list, including the State Clearinghouse for circulation.
- The District will be responsible for all public noticing, such as on-site posting, newspaper advertisement listing, and filing the NOI with the County of San Luis Obispo (County) Clerk.
- The District will file the NOD at the County Clerk's office upon final project determination and be responsible for payment of California Department of Fish and Wildlife (CDFW) CEQA Environmental Document Filing Fees or County Clerk processing fees.

ESTIMATED SCHEDULE

The tasks identified in Table 1 correspond to the tasks identified in SWCA’s Scope of Work and include anticipated completion times for each major task. Note that these timeframes are just estimates; we are willing to commit to the overall project schedule developed by WSC and the District and will provide environmental documentation within the timeframes necessary to maintain the overall project schedule to the extent feasible.

Table 1. Proposed Schedule

MILESTONE	ESTIMATED TIMEFRAME
Phase 1: Kickoff Tasks	
Project Management / Quality Assurance/Quality Control	Throughout project duration
Project Kickoff and Early Coordination	Within 2 weeks following authorization to proceed
Project Description	Within 2 weeks following receipt of project information and plans
Phase 2: Technical Studies	
Phase I Archaeological Survey Report	12 weeks
Phase 3: Initial Study/Mitigated Negative Declaration	
Administrative Draft IS/MND	Within 30 days following approval of technical studies
WSC and District Review	Assume 2–4 weeks for review for each deliverable
Public Review	30 days public review required
Administrative Final IS/MND / Response to Comments	Within 2 weeks following the end of the Draft IS/MND public review period

COST ESTIMATE

SWCA has prepared the following budget based on our approach to the project, identified key assumptions, consultation with our technical experts, and our experience with similar projects. The time-and-materials, not-to-exceed budget presented in Table 2 includes the tasks identified above. A more detailed breakdown of costs per task can be provided upon request.

Table 2. Proposed Cost Estimate. *We are always willing to negotiate our approach and costs to suit your needs and expectations.*

TASK	TOTAL \$
Phase 1: Kickoff Tasks	
Task 1.1: Project Management / Quality Assurance/Quality Control	\$3,598
Task 1.2: Project Kickoff and Early Coordination	\$3,100
Task 1.3: Project Description	\$4,772
Phase 2: Technical Studies	
Task 2.1: Phase I Archaeological Survey Report	\$8,072
Phase 3: Initial Study/Mitigated Negative Declaration	
Task 3.1: Initial Study/Mitigated Negative Declaration	\$12,732
PROJECT TOTAL	\$32,274

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 10.9

SUBJECT: Continued from 11/20/2025 Board meeting

Discussion on District administrative office space and potential alternatives to relocate the offices away from the Machado Wastewater Treatment Facility for administrative staff. **(Approve by 3/5 vote)** (Pg. 315-319)

Requested by Directors Green and Davis 2/27/2025 and 6/26/2025

SUGGESTED ACTION:

It is recommended that the Board discuss the potential options for one to the following;

1) Approve option to relocate administrative staff to 1271 Mission Street. Authorize the General Manager to negotiate a lease and modular purchase on behalf of the District and bring back appropriate resolution and associated budget adjustments at future meeting.

OR

2) Approve option to relocate administrative staff to the fire station. Authorize the General Manager and Fire Chief to solicit contracts for proposed modifications and modular purchase and bring back appropriate resolution and associated budget adjustment at future meeting.

OR

3) Direct the General Manager to maintain the existing office space at the treatment plant extending current modular lease or with purchase of existing modular (purchase of modular will require resolution approval at future meeting).

OR

4) Reject all above options and provide further direction to staff.

DISCUSSION:

Based on the discussion at the November 20th Board meeting staff was provided direction to bring back additional information on two options for the relocation of the District's administrative staff from the Machado WWTF to either 1271 Mission Street or the San Miguel fire station.

Below are common costs for both relocation options, as well as site specific costs are we are able to project at this point in time. There may be additional costs that are not shown below.

A summary of the cost of the two options;

1271 Mission St:

First year - \$87,490 to \$233,595

Estimated time to implement 2-4 months

Fire Station:

First year - \$85,100 to \$231,205 (based on low end of potential ADA configuration cost)

Estimated time to implement 8-24 months

After discussion the Board should consider provide direction to the General Manager authorizing the relocation of the District Administrative staff and authorizing a budget adjustment to the approved FY25-26 budget.

Common costs for both options are listed below;

- Down time of staff to break down offices, reconfigure and setup office spaces. (~\$6,000 assuming a four day completion)
- \$200/ month (\$2,400 annually) for Internet. This is a similar cost to increasing the internet to the fire station or a new service to 1271 Mission.
- Option for modular at WWTF
 - Continue renting modular at the WWTF ~\$26,400
 - Purchase of existing modular and ramp ~\$172,505
 - Purchase of a smaller modular with 1 office and open space for conferences or future contractor office. Cost includes setup and ADA ramp, but does not include permit cost for county permitting to remove the existing unit and installing the new unit. ~\$154,332

First year and annual common cost for either option are below.

- First year common cost (between \$34,800 and \$180,905 depending on modular option)
- Ongoing annual common cost ~\$2,400

Site specific costs and time to implement:

1271 mission

Goal – relocate 3 admin staff to 1271 Mission

Time to implementation – 2 to 4 months

Site specific costs (One-time ~\$20,350 + Annual ~\$32,340 = First Year cost \$52,690)

- One-time costs ~\$20,350
 - ~\$350 for installation of alarm service.
 - ~\$20,000 Cost to buy or construct cubicles, front desk area.
- Annual operating cost ~\$32,340 annually
 - ~\$30,000 space rent
 - ~\$540 annually for alarm service.
 - ~\$1,800 annually for electricity

Fire Station

Goal – relocate 3 admin staff to Fire station office – relocate fire staff to Temporary Housing Unit.

Time to implementation –4 to 12 months

Site specific costs (One-time ~\$54,500 + Annual ~\$1,800 = First Year cost \$56,300)

- One-time costs ~\$48,500 to \$148,500
 - ~\$1,000 Cost to construct front desk area for public.

- ~\$2,500 Cost to purchase workspaces for the fire staff for THU
- ~\$20,000 to \$120,000 (based on other projects) Cost to design, permit and construct ADA accommodations to the Temporary housing unit.
- ~\$25,000 to reconfigure front of fire station for ADA accommodations. (if required)
- Annual operating cost ~\$1,800 annually
 - ~\$1,800 annually for electricity

ADA accommodation configuration costs are estimates. Staff has contacted an architect to determine level of ADA compliance necessary and what estimated associated costs may be. Due to the short turnaround time between the last meeting and this meeting cost estimates have not been received. Estimates included in this report are just that, estimates. Actual costs may vary dramatically.

There is also concern that if public (non-district non-county personnel) is allowed to access the Temporary housing unit that the county will require the curb and gutter, that was previously waived for the THU, to be installed at a cost of ~\$250,000.

Background

The Board of Directors approved locating the District office to the Machado Wastewater Treatment Facility (WWTF) in order to vacate the Fire Station (1150 Mission St.), allowing the Fire Department to reorganize their space into something more useful to the Fire Department’s mission.

The District is currently leasing a double wide modular office trailer located at the WWTF, which it permitted through the County of San Luis Obispo, as the District Administration office. The District is currently working toward an expansion and upgrade of the WWTF which originally included a permanent building to house offices, Board meeting space, and operations spaces. Due to funding constraints this office building is unlikely to be built as originally planned.

The Board requested that an item be presented to discuss options for permanent office facilities. Below are some options and estimated costs and estimated time frames for each option.

Options for immediately relocating the District Offices away from the WWTF

Based on a survey of available spaces in town that would; 1) be ADA compliant and 2) large enough to house the existing administrative staff only one property was found. This property is at 1271 Mission Street.

In order to use the space for an administrative office, the building would need to be modified to increase security which was discussed with the owner and they are willing to fund or cost share the modifications. Additionally, walls or cubicle dividers and other furnishings would be necessary to complete the space in a functional format as it is currently an open shell. Aside from the interior furnishings other utilities would need to be installed to connect the new office to existing networks and systems.

Moving the administrative personnel to an office space away from the treatment plant would also not remove the need for office space at the treatment plant, given that it is unlikely that the proposed treatment plant office would be built in the near future it would be recommended that the board direct staff to negotiate the purchase of the rented modular office.

The anticipated one time cost to relocate the District Administrative offices from the treatment plant are;

- \$20,000-\$40,000 in one-time purchases and setup fees to configure the office space from open shell space to usable offices.

Additional anticipated ongoing monthly/ reoccurring costs;

- \$2,500 monthly rental
- \$400 site specific utilities and insurance (average per month)

Potential first year cost for a remote office; \$74,800

- \$40,000 in one time costs
- \$34,800 in annual costs

Potential subsequent year cost for a remote office; \$34,800

Anticipated cost to purchase the existing rented modular office.

- \$150,000 for purchase and transfer of the modular office.
- If it is sold in the future the building could be sold for an amount similar to the purchase price, depending on the length of time it is used on site.

Options to build a District Office away from the WWTF

The District currently only owns buildable property at the Wastewater Treatment Plant and next to the Fire Station.

There are numerous other parcels throughout town that are for sale, which the district can potentially purchase. Lots which would meet the basic size requirements range in cost between \$150,000 and \$500,000 depending on property size.

If the District buys a parcel it could take 4 months to 8 months to complete the negotiation and purchase of the property.

For a vacant property it could take between 1 to 2 years to get through design and permitting. Depending on the size and type of building pursued, the projected planning and permitting cost are estimated to be between \$150,000 and \$250,000

Construction costs are estimated at \$1,000 per square foot of finished floor area. (based on other construction projects for public buildings)

For an existing building, it could take between 1 to 2 years to get through design and permitting at an estimated cost of \$50,000 to \$150,000 depending on the scope of the project.

Remodel costs for this project would be difficult to estimate as any remodel would be highly site specific and the related costs would vary depending on the specific needs of that site.

Costs for purchasing property or buildings, and or building new buildings would be paid for through use of reserve or capital funds and loans. Grants for administrative buildings are very rare and highly competitive, as such it is unlikely that there would be any outside funding assistance available.

It is recommended that the Board discuss the potential options and provide direction to the General Manager for one to the following;

- Provide direction to the General Manager to negotiate and enter into a contract with the property owner of 1271 Mission for a long term lease and begin transitioning the administrative offices to that location, as well as to negotiate the purchase of the currently rented modular office at the treatment plant for continued use as a utility office.

OR

- Direct the General Manager to immediately locate a vacant parcel to purchase in order to build a new office building away from the treatment plant AND Bring back a proposal to start the planning process for the building of a new office building.

OR

- Direct the General Manager to immediately locate a parcel with an existing building to purchase and renovate for the purpose of relocating the administrative offices away from the treatment plant. AND bring back a proposal for board consideration.

OR

- Direct the General Manager to look at alternative options to build an office at the treatment plant at a lesser proposed cost than the initial proposed building

OR

- Direct the General Manager to maintain the existing office space at the treatment plant.

FISCAL IMPACT:

Costs range by option. Lowest cost is for administrative staff to remain at the Machado WWTF. Most expensive option is to move to the fire station due to the potential ADA modifications to the Temporary Housing unit.

PREPARED BY: Kelly Dodds

Board of Directors Staff Report

December 18, 2025

AGENDA ITEM: 10.10

SUBJECT: Continuation of 9/25/2025 Board Meeting
Discussion on proposed District Facility Use Policy RESOLUTION 2025-40 (**Provide direction to staff or approve by 3/5 vote**) (Pg. 320-331)
Requested by Director Green, Sangster & Davis

SUGGESTED ACTION: Review, discuss, and provide direction to staff regarding revision or adoption of a District Facility Use Policy

DISCUSSION:

Many California public entities, including Community Services Districts (“CSDs”) and cities, routinely rent out their facilities for private or non-agency uses. This can include community meetings, charity events, and even private social functions. A CSD may allow public use of its property, even for purposes not part of the district’s own operations, so long as such use is within the district’s legal powers and properly authorized. The district’s enabling statute (Gov. Code §61000 et seq.) and district policies will define allowable uses. The board of directors should formally approve any private or non-agency use, either through a general facility use policy or case-by-case action, to ensure the use is consistent with the district’s purposes and to comply with any legal requirements. The CSD board is empowered to adopt ordinances and regulations governing the use of district facilities, including setting reasonable usage charges. For example, one CSD’s summary of powers confirms that the board may “[h]old, use, enjoy, lease, or dispose of any of its property” and may establish rules and fees for use of its facilities.

Government Code section 61060 authorizes a district to acquire “hold, use, enjoy, lease or dispose of any of its property”, meaning a CSD or similar district can lawfully allow temporary use or rental of its facilities. However, to avoid legal pitfalls like California Constitution’s prohibition on gifts of public funds, these arrangements must serve a public purpose or ensure fair compensation. Some districts address this by charging rental fees to cover costs and by ensuring the event has some community or public benefit. Therefore, if a facility is offered at no cost or below market rate, the governing board should formally find that the waiver serves a public benefit. Many districts use tiered fee schedules or case-by-case board approval for fee waivers to satisfy this requirement.

It is crucial that any non-district use of District property be properly authorized by the Board. This situation should be corrected, because under CSD law the board of directors' controls district property and must authorize its use either by ordinance, resolution, or policy. Without formal approval, such uses could be viewed as unauthorized use of public assets. Therefore, occasional public use of District property for non-district events is allowed, but it must be done within the legal framework: the board should authorize it, and the use should either generate reasonable compensation or clearly serve a public purpose of the district.

This item was originally presented to the Board at the regular September 2025 Board meeting. During discussion of this item, president Ashley Sangster requested certain revisions to the proposed policy, which have been incorporated into the attachments to this report. There is both a redline and clean version for ease of review.

FISCAL IMPACT:

Other than staff and legal time to prepare the proposed policy no additional costs are anticipated in relation to this policy.

PREPARED BY: Christina Pritchard

RESOLUTION NO. 2025-40

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
ESTABLISHING A FACILITY USE POLICY**

WHEREAS, San Miguel Community Services District (“District”) is a community services district formed under California Government Code section 61000 et. seq. to provide community services within the District’s service area, including water, sewer, lighting, solid waste, and fire protection services; and

WHEREAS, California Government Code section 61060 provides District the power to hold, use, enjoy, lease, or dispose of any of its property and expressly authorizes the Board of Directors (“Board”) to enforce rules and regulations governing the use of District facilities. The Board has legal authority to permit temporary use or rentals of District owned property and to establish policies, rules, and fees for such use; and

WHEREAS, the District owns and maintains certain real properties and facilities for public benefit, and the Board desires to allow use of District facilities by outside groups when such use benefits the community and complies with the law; and

WHEREAS, the California Constitution Article XVI, section 6, prohibits any gift of public funds meaning the District cannot give away the use of public resources for private benefit without receiving faire value or serving a public purpose. Accordingly, any non-District use of District property must either (a) serve a public purpose that benefits the community or (b) provide fair compensation to the District, to avoid an unlawful gift of public resources; and

WHEREAS, the Board finds that allowing use of District facilities by community groups, public agencies, non-profits, and local residents for meetings, events, and activities can serve a valid public purpose such as promoting community engagement, recreation, education, and cultural enrichment provided that the District is compensated for costs or that the event is aligned with community benefits. This policy is intended to facilitate community use of District facilities on fair and equitable terms; and

WHEREAS, the Board has determined that it is in the public interest to establish a formal Facility Use Policy setting forth when and how outside groups may use District facilities, the security deposits, insurance requirements, and the approval process for such uses, in order to ensure transparency, consistency, and protection of the District’s assets and financial integrity; and

WHEREAS, the Board has reviewed the proposed Facility Use policy and determined that its adoption is in the best interest of the District and the community by establishing clear administrative procedures and ensuring compliance with applicable legal requirements governing the use of District property, excluding those areas which are needed for District’s operational needs or are otherwise inappropriate for public access.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt the following District Use Policy:

Section 1. Eligible Users and Permitted Uses.

District Facilities may be made available for temporary use by outside organizations, groups, or individuals (“Users”) for purposes that benefit the community or are consistent with the District’s mission. Eligible Users include local residents, community groups, nonprofit organizations, other public agencies, and private parties, provided that the proposed use is lawful and appropriate for the facility. Typical permitted uses may include community meetings, classes, workshops, ceremonies, private events such as baby showers or birthday parties, and other social, educational, or recreational events open to the community or privately hosted. The General Manager shall determine whether a proposed use serves a community purpose or is otherwise in the public interest. Under no circumstances shall District Facilities be used for any illegal activities or for purposes that pose safety hazards or could damage District property. The Board may establish further guidelines prioritizing certain uses. All Users must comply with any capacity limits, noise ordinances, or other regulations applicable to the facility.

Section 2. Application and Approval Process

Any outside party wishing to use a District Facility must submit a Facility Use Application to the District. The application should contain details of the proposed event (date, time, facility requested, nature of event, expected attendance, etc.) and must be submitted no less than seven (7) days in advance of the event. District staff, under direction of the General Manager, will review each request for consistency with this policy. The District may develop a standard Facility Use Agreement form to be signed by the User upon approval, outlining the terms, fees, and user obligations. If a requested use involves exceptional circumstances, the Board of Directors approval may be required on a case-by-case basis. The District reserves the right to deny any application if the proposed use is deemed inconsistent with the public interest, would unduly interfere with District operations, or if the applicant has previously violated District facility rules. Approved applicants will receive a permit or agreement specifying the approved use, required deposit, and any special conditions. Users shall not advertise or finalize event plans until official approval is granted.

Section 3. Security Deposits

Users shall ~~may~~ be required to pay a refundable security deposit in an amount set by the District. The deposit is intended to cover any potential damage repair, extra cleaning, or overtime costs that result from the User’s event. If the facility is returned in a clean, undamaged condition and all terms of use were followed, the deposit will be refunded in full. If there is damage, missing equipment, or unusual clean-up required, the District may retain all or part of the deposit to cover those costs, and will provide an itemized explanation. Users are responsible for any costs of damage or cleaning that exceed the deposit. The District’s Facility Use Agreement shall include a statement of the User’s responsibility to leave the facility in the same condition as received, and conditions for forfeiture of deposit if obligations are not met.

Section 4. Cost Recovery

The District shall recover its reasonable costs associated with the review, processing, and administration of Facility Use applications. Such costs may include, but are not limited to, staff time, public safety review, site inspections, technical or legal review, and any other services necessary to evaluate the application. Applicants shall pay all applicable fees established by the District's adopted fee schedule, as well as any additional actual costs incurred by the District that exceed the standard application fee. The District may require payment of an application deposit or the execution of a cost recovery agreement prior to initiating review. No Facility Use application shall be approved until all required fees and costs have been paid in full, unless waived pursuant to Section 7 of this policy.

Section 54. Insurance Requirements

The District may require Users of District Facilities to obtain and provide proof of adequate liability insurance coverage for large events, to protect both the User and the District from claims of injury or property damage. Prior to use, the User shall provide a Certificate of Liability Insurance naming the San Miguel Community Services District as an additional insured for the date(s) of the event. The minimum liability coverage shall be in the amount of one million dollars (\$1,000,000). The insurance certificate must be delivered to the District via email or regular post 30 days before the event. Failure to provide the required insurance documentation in time will result in revocation of the use permit and/or cancellation of the reservation.

Any User, on behalf of itself and its insurers, shall waive any and all rights of recovery against the District, its officers, employees, agents, and volunteers for any loss, damage, or expense covered (or that should have been covered) by the User's insurance required under this Policy or otherwise maintained by the User. Users shall ensure that all required insurance policies include a waiver of subrogation endorsement in favor of the District. The District's acceptance of a certificate of insurance without a waiver of subrogation endorsement shall not be deemed a waiver of this requirement.

Section 65. Indemnification and Liability

Any User of District Facilities must agree, as part of the use agreement, to indemnify, defend, and hold harmless the District, its directors, officers, employees and agents from any liability, claims, or damages arising out of the User's use of the facility. The User assumes responsibility for the safety of its invitees and for any damage or injuries that occur during its event. The District makes no warranties as to the condition or suitability of the facility for the User's intended use, and Users utilize District property at their own risk. The District shall not be liable for any loss, injury, or inconvenience to the User or its guests arising from circumstances beyond the District's control. The Facility Use Agreement shall include a liability waiver acknowledging these conditions. Moreover, Users must comply with all applicable laws and regulations, including fire codes, safety rules, noise regulations, and any required permits. The User is solely responsible for obtaining any such permits or approvals and providing copies to the District upon request. Violation of any laws or of District rules during the event is grounds for immediate termination of the event and forfeiture of deposits, and may result in denial of future use requests.

Section 76. Deposit Waivers and Public Purpose Events

While the District’s policy is to charge fees to offset costs, the Board recognizes that some events sponsored by community groups or public service organizations may provide such significant public benefit that it could be appropriate to waive or reduce the normal deposit requirements. Any waiver or reduction of deposits shall require Board approval. In considering a fee waiver, the Board must make a finding that the proposed use serves a public purpose and contributes to the public welfare such that charging the full deposit would be counterproductive or unduly burdensome on the community benefit. Even if deposits are waived, Users may still be required to provide insurance, deposits, and cover any out-of-pocket costs the District incurs. Case-by-case approval allows the Board to ensure waivers are granted only when legally permissible. Absent an approved waiver, all Users shall remit the required deposit pursuant to Section 3.

Section 87. Administration and Enforcement

The General Manager is authorized to implement this Facility Use Policy, including developing application forms, permit agreements, and internal procedures consistent with this policy. District staff shall monitor compliance with all facility use agreements. If a User violates the terms of use or causes significant problems, the General Manager may immediately halt the event and/or deny that User future access to District facilities. The District reserves the right to cancel or reschedule an approved reservation in the event the facility is needed for an emergency or essential District purpose; in such case any fees and deposits would be refunded. District staff shall maintain records of all facility use agreements and ensure that the use of District property under this policy remains consistent with the District’s public service mission and legal requirements.

NOW THEREFORE, BE IT FURTHER RESOLVED, the Board does, hereby, find and declare that:

1. The Board hereby approves and adopts the Facility Use Policy as the official policy of the District for governing the use of District property and facilities.
2. The Board finds and determines that the District Facility Use Policy is legally authorized under Government Code section 61060 and serves a valid public purpose.
3. The Board delegates to the General Manager the authority to administer the Facility Use Policy. This delegation includes implementing any necessary administrative procedures, approving standard facility use applications, and enforcing all terms and conditions of the policy. The Board further finds that the procedures set forth in the Policy are fair and in the public interest.
4. This Resolution shall take effect immediately upon its adoption.

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 _____ day of _____ 2025.

Kelly Dodds, General Manager

Ashley Sangster, Board President

ATTEST:

APPROVED AS TO FORM:

Tamara Parent
Board Clerk

Christina M. Pritchard
District Deputy General Counsel

RESOLUTION NO. 2025-40

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
ESTABLISHING A FACILITY USE POLICY**

WHEREAS, San Miguel Community Services District (“District”) is a community services district formed under California Government Code section 61000 et. seq. to provide community services within the District’s service area, including water, sewer, lighting, solid waste, and fire protection services; and

WHEREAS, California Government Code section 61060 provides District the power to hold, use, enjoy, lease, or dispose of any of its property and expressly authorizes the Board of Directors (“Board”) to enforce rules and regulations governing the use of District facilities. The Board has legal authority to permit temporary use or rentals of District owned property and to establish policies, rules, and fees for such use; and

WHEREAS, the District owns and maintains certain real properties and facilities for public benefit, and the Board desires to allow use of District facilities by outside groups when such use benefits the community and complies with the law; and

WHEREAS, the California Constitution Article XVI, section 6, prohibits any gift of public funds meaning the District cannot give away the use of public resources for private benefit without receiving faire value or serving a public purpose. Accordingly, any non-District use of District property must either (a) serve a public purpose that benefits the community or (b) provide fair compensation to the District, to avoid an unlawful gift of public resources; and

WHEREAS, the Board finds that allowing use of District facilities by community groups, public agencies, non-profits, and local residents for meetings, events, and activities can serve a valid public purpose such as promoting community engagement, recreation, education, and cultural enrichment provided that the District is compensated for costs or that the event is aligned with community benefits. This policy is intended to facilitate community use of District facilities on fair and equitable terms; and

WHEREAS, the Board has determined that it is in the public interest to establish a formal Facility Use Policy setting forth when and how outside groups may use District facilities, the security deposits, insurance requirements, and the approval process for such uses, in order to ensure transparency, consistency, and protection of the District’s assets and financial integrity; and

WHEREAS, the Board has reviewed the proposed Facility Use policy and determined that its adoption is in the best interest of the District and the community by establishing clear administrative procedures and ensuring compliance with applicable legal requirements governing the use of District property, excluding those areas which are needed for District’s operational needs or are otherwise inappropriate for public access.

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4. This Resolution shall take effect immediately upon its adoption.

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 _____ day of _____ 2025.

Kelly Dodds, General Manager

TBD, Board President

ATTEST:

APPROVED AS TO FORM:

Tamara Parent
Board Clerk

Christina M. Pritchard
District Deputy General Counsel

**Board of Directors
Staff Report**

December 18, 2025

AGENDA ITEM: 10.11

SUBJECT: Continued from 11/20/2025 Board meeting

Provide direction on the installation and use of a red light outside the Temporary Housing Unit (THU).

(Provide direction by 3/5 vote) (Pg. 332)

Requested by Director Green and Davis at September 2025 Board meeting

SUGGESTED ACTION: Provide direction for the installation and policy for use of a red light on the exterior of the Temporary Housing Unit.

DISCUSSION:

Directors Green and Davis requested that the Board discuss the installation and use of a red light on the Temporary Housing Unit (THU) which is located next to the Fire Station and provides overnight quarters for on call Fire Department Staff as well as space for Sheriff Deputies to take breaks and write reports.

At the November 20, 2025 Board Meeting it was discussed that the THU does not accommodate public access and is not open to the public at any time. Encouraging the public to access the THU is not advised due to the fact that the THU is non-ADA compliant, as per the Proposed Use and County permitting process.

Fire Department staff may not be at the Fire Station or THU at all times, personnel may be on a call, or performing training or other authorized activity. Persons who are in need of Medical or Fire assistance are directed to call 911 for immediate response.

Additionally, a red light is generally a traditional decorative feature rather than a notification device.

The Board should discuss the need for the red light and provide direction for the creation of a policy for use.

FISCAL IMPACT:

Cost shall vary based on Board action. The cost to simply change a bulb could be as low as \$20.

However, simply replacing light bulb in the existing fixture would result in a decreased level of visibility, and increasing a potential hazardous condition when accessing the stair case. The THU is designed to be off limits to the public. In order to maintain the existing exterior lighting a new light fixture for the red light will be required. Based on current electrician rates it would be between \$550 and \$1,000 for the installation of switches, electrical boxes, wiring and a new fixture. The cost of a new fixture would range between \$50.00-\$150.00 depending on the selection.

PREPARED BY: Scott Young
