



Agenda

San Miguel Community Services District

Finance & Budget/Citizens Oversight & Budget Review Committees

Special Meeting—Continued from February 22, 2017

THURSDAY, MARCH 2, 2017 11:00 A.M

SMCSD Boardroom 1150 Mission St. San Miguel, CA 93451

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

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

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

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

Meeting Schedule: Regular Board of Director meetings are generally held on the fourth Thursday of each month at 7:00 P.M in the CSD boardroom. Agendas are posted on the CSD’s website at: www.sanmiguelcsd.org

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

- I. Call to Order- 11:00 A.M.
- II. Pledge of Allegiance
- III. Roll Call: Directors: Buckman_____ Reuck_____

Citizen’s Oversight & Budget Committee members:

Roll Call: Appointees L. Buckman_____ Dawes_____

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

V. AGENDA:

- 1. Review and Discuss of Preliminary Capital Projects Schedule for FY 2017-18 Budget.

Staff Recommendation: Review and Discuss Preliminary Capital Projects Schedule for FY 2017-18.

VI. COMMITTEE COMMENTS:

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

VII. ADJOURNMENT

Time:_____

ATTEST:

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

I, Tamara Parent, Account Clerk/Operations Coordinator of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D district office on March 1, 2017.

Date: March 1, 2017

Tamara Parent

Tamara Parent, Account Clerk/Operations Coordinator

Next Meeting is tentatively scheduled for March 9, 2017 at 10:00 AM:

- 1) Review of Monthly and YTD Financial Reports,
- 2) Review of Proposed Mid-Year Budget Adjustments



San Miguel Community Services District Finance & Budget and Citizens Budget Review Committee

Staff Report

March 2, 2017

AGENDA ITEM: V. 1

SUBJECT: Review and Discuss Preliminary Capital Projects – FY 2017-18 and FY 2018-19

STAFF RECOMMENDATION:

Review and Discuss Preliminary Capital Projects – FY 2017-18 and FY 2018-19 budgets, provide additional input for budget preparation.

BACKGROUND

Committee members requested this item to come back for discussion after another review and changes were made by General Manager, Fire Chief or Assistant Fire Chief, District Engineer/Utility Services Manager and Utility Services Supervisor. The Committee asked staff to provide ranking and priorities for the listing items with an identification of fiscal year allocation.

Committee also requested that the justification provide certain items as related to location, especially lighting in alleys, and to revise justification statements providing more detailed statements and more precise pricing in some cases. Committee also asked for the top 5 items be clearly shown. The revised Preliminary Capital Projects exhibit does that. These changes were done by Departments and are shown on the attached Exhibit A for discussion and Committee evaluation and setting priorities.

The FY 2017-18 & FY 2018-19 budgets need Board level priorities on specific engineering projects for budget preparation purposes. Some listed items may want to be assigned to District Engineer for completion, such as update of Master Facilities Plans for Water & Wastewater, and update of SSMP (Sanitary Sewer Management Plan).

FISCAL IMPACT:

There is no immediate fiscal impact of discussing and setting these priorities for budget purposes.

STAFF RECOMMENDATION:

Staff recommends that Committee review and discuss.

PREPARED BY:

Darrell W. Gentry

General Manager

Attachment: Exhibit A

Schedule GF -- A FY 2017 Capital Outlays

Fire --Capital Projects for FY 2017-18 & 2018-19				
RANK	PRIORITY	Description	Cost	Justification for Outlay
FY2017-2018 (HIGH PRIORITY)				
1	High	Response Staffing (SAFETY)	\$130,000	Look at all options for additional staffing with reserve coverage, stipend coverage.
2	High	Replacement SCBA's (SAFETY)	\$175,000	Current SCBAs are out of compliance for age and interconnection per NFPA standards
3	High	10 sets of turnouts new and replacement (SAFETY)	\$50,000	Some new Structure firefighting turnouts for new personnel, some replacement for existing Structure firefighting turnouts that are damaged or aged out, The general recommended and warranted life of Structure turnouts is 10 years. This is based on the accepted NFPA guideline. By replacing sets annually we minimize the possibility of a single large outlay in the future.
4	High	Additional Fire Radios (10) (SAFETY)	\$12,000	Continuance of the replacement and standardization of fire radios for safety and ease of maintenance and programing.
5	High	Install emergency generator at the station	\$30,000	Installation of a permanent backup generator will allow for instant emergency power and allow for continued emergency operations in the event of a natural disaster or power outage
6	High	Additional remodel of Fire Station	\$60,000	Continue developing station into livable space to allow for overnight coverage
7	Medium	Report writing Work station in app bay	\$4,000	A report writing station will allow personnel to submit reports electronically and allow reports to be entered into our existing reporting software. Submitting reports electronically will reduce staff time in entering manual reports as well as time compiling statistics for local and state reports.
8	Medium	Fire Training Curriculum IFSTA (TRAINING)	\$3,000	Need to update to the 7th addition to ensure that we are training to the current standard and that we provide up to date informational references to the firefighters
9	Medium	Replace Utlity 8630	\$65,000	This vehicle meets the criteria set by the board for replacement under the vehicle replacement policy. Both for age and for repairs, this vehicle is also fully depreciated.
10				
FY2018-2019 (MEDIUM PRIORITY)				
1	High	Water Tender	\$225,000	Meet the ISO standards with 4000 gal of mobile water for an increased ISO rating, Meet the needs for Fire Suppression and part of the community disaster plan for water and fire.
2	Medium	Relocate diesel tank and install Gasoline tank at yard (W/WW/F)	\$5,000	In order to better utilize the space at the WWTP relocation of the existing diesel tank is needed, in order to have gasoline on hand for emergencies a gasoline fuel tank is needed.
3	Medium	3 AED (SAFETY)	\$6,000	EMS Equipment for 8600, 8601 and in the front office of the fire station
4	Medium	Replacement Rescue tools (1 set per FY)	\$23,000	Although we currently have 1 set of rescue tools in service and 1-2 other used sets that were donated we need to plan on replacing them with new sets, as with any mechanical tool they eventually wear out and this is a tool that needs to work when it is needed without question. The set that is in service is 15 years old and the others are 12 years old.
5	Medium	2 Lap Top Computers MDC	\$15,000	Fire Reports, Training Meeting, Chiefs Meeting, on scene reporting and ability to get and transmit information during an incident.
6				
7				
BEYOND FY2018-2019 (LOW PRIORITY)				
1				
2				
3				

803,000

Lighting -- Capital Projects for FY 2017-18 & 2018-19			
RANK	PRIORITY	description	Cost

Justification for Outlay

FY 2017-18 (HIGH PRIORITY)

1	High	Flat tilt trailer 6x12	\$5,000	A flat tilt trailer is needed to transport the scissor lift, it may also be used to move the tractor or mini ex but would mainly be for the lift. Water and Sewer did buy a dump trailer last year however, the scissor lift cannot be loaded into that trailer due to the height off of the ground. The lift cannot drive into that trailer. Currently in order to move the lift from the place to place we need to either drive it or rent a trailer, purchase of the trailer will allow the
2	High	Facility Siting / Architectural Planning Study for new CSD Administrative Offices	\$12,000	Use of the fire station is no longer efficient. The district administration has out grown the useful space of the fire department and needs to either relocate to a separate office building that can meet the needs of the district over the foreseeable future or they need to add on to the fire station the space needed. Then fire station has also evolved to a point where it will need the space in the fire station for fire activities.
3	Medium	Convert 24 existing street lights to LED	\$24,000	Converting the existing street lights on mission to LED will save money in the long term. The conversion for the existing HPS ballast and bulbs would be entirely internal to the light poles, the existing ballast and bulbs would be removed and replaced with the LED conversion kit. on average a LED fixture will use about 1/4-1/2 the wattage of a traditional HPS or Incandescent fixture
4				
5				

FY 2018-19 (MEDIUM PRIORITY)

1	High	Installation of approximately 15- 20 new	\$25,000	Installation of additional street lights has been brought up multiple times and should be pursued for safety reasons. Although we do not have specific identified locations for the proposed street lights, they would be at the
2	Medium	Install additional street lights along mission	\$50,000	Providing lighting along Mission, leading to the mission will provide a lit walking path to the Mission from down town area. Light poles along this section of Mission street was proposed with the extension of the sidewalks from
3				
4				
5				

116,000

Schedule GF -- A FY 2017 Capital Outlays

		Wastewater -- Capital Projects Projected for 2017-18 & 2018-19			
Rank	Priority	Description	Cost	Justification for Outlay	
FY2017-2018 (HIGH PRIORITY)					
1	High	Aerator upgrade to bubbler/ blower system	\$85,000	The upgrade of the current aerators is needed to meet the requirements of our operating permit as well to reduce energy costs at the WWTP. By upgrading to a bubbler/ blower system it is possible to reduce our aeration horse power by 40%. This upgrade will also help maintain the required level Dissolved Oxygen (DO) in the ponds, DO is a requirement of our permit and helps facilitate the breakdown of solids in the ponds. District will contact PG&E to investigate potential funding assistance opportunities.	
2	High	Installation of replacement and new DO meters at wwtp	\$7,000	The existing DO meters in ponds 1 and 2 are aging out. District also needs to install new DO meters in ponds 3 and 4, changing all the DO meters to be the same type, brand, age will reduce overall maintenance cost and can potentially help identify issues with DO in ponds 3 and 4 by regularly monitoring them. We are required to monitor for DO in the first two ponds as part of our permit to operate. To ensure that the DO levels are accurate an upgrade will be required so that we can integrate the DO levels into our SCADA. When we move from Surface aeration to a bubbler type system, we will need to install additional DO monitors on ponds 3 and 4. Replacing them all at the same time will simplify the integration and installation.	
3	High	Update WASTEWATER Master Plan	\$35,000		
4	High	SSMP audit and update	\$30,000	Both are over do	
5	High	Additional utility vehicle 1 ton (W/WW)	\$32,500	This vehicle is needed to stop the use of private vehicles in the performance of normal utility work. With additional staffing it will be needed to support repair and construction activities as well as provide transportation for the third person during normal daily operations. It is not feasible to one have one vehicle, multiple vehicles are needed to provide better service and to become more efficient. The cost of this vehicle is being split evenly between the Water & Wastewater departments.	
6	High	Prepare Preliminary Design / Engineering Report & Submit Application(s) for funding WWTP Expansion	\$45,000	A recent assessment by the Wallace Group indicates that the treatment capacity of the WWTP is approaching a threshold level that requires the initiation of the planning and design of an expansion (or replacement) of the WWTP. As an initial step, it is recommended that preliminary planning and engineering be performed that will be part of the application for PROP 1 funding assistance.	
7	High	Facility Siting / Architectural Planning Study for new CSD Administrative Offices		Use of the fire station is no longer efficient. The district administration has out grown the useful space of the fire department and needs to either relocate to a separate office building that can meet the needs of the district over the foreseeable future or they need to add on to the fire station the space needed. Then fire station has also evolved to a point where it will need the space in the fire station for fire activities. The cost of this vehicle is being split evenly between the Water, Wastewater & Fire departments.	
8	Medium	Replace pole lighting at WWTP with led conversions	\$5,500	We have continual problems with the existing HPS lighting not operating correctly. Replacing the lighting would not only save money on energy costs but would provide reliable security and work lighting for the WWTP. District will contact PG&E to investigate possible funding assistance opportunities.	
9	Medium	TESCO reporting module for SCADA (W/WW)	\$3,900	The reporting ability for SCADA is necessary to complete the ability for SCADA to provide the information needed for regular reporting in order to save staff time and provide data at consistent intervals daily, in the future the district will need to track addition information to comply with GSA and potentially new wastewater permitting. The cost of this vehicle is being split evenly between the Water & Wastewater departments.	
9	Medium	(2) Tablets for service orders and access to GIS for utilities (W/WW)	\$1,000	In order to better respond to and receive service orders and access GIS data we are requesting 2 Surface tablets to be integrated into our existing network. The cost of these tablets is being split evenly between the Water & Wastewater departments.	
9		Laptop for sewer video trailer	\$1,000	Currently we do not have a laptop for the sewer video trailer. A dedicated laptop will allow the videos to be recorded and for the video program to be loaded on it permanently	
10		Trench plates (2) 4 x 8 rated plates (W/WW)	\$1,000	plates are used for most repairs in the street. Currently we rent them but are at the mercy of the plate rental company to have them, deliver them and pick them up.	

FY2018-2019 (MEDIUM PRIORITY)

1	High	Replace approximately 300' of sewer on Prado	\$60,000	This section of sewer is undersized, under depth and has extensive root intrusion	
2	Medium	Relocate diesel tank and install Gasoline tank at yard (W/WW/F)	\$5,000	In order to better utilize the space at the WWTP relocation of the existing diesel tank is needed, in order to have gasoline on hand for emergencies a gasoline fuel tank is needed. The cost of this vehicle is being split evenly between the Water & Wastewater departments.	
3	Medium	Acquire option for Land Purchase for WWTP expansion	N/A	Pending the completion of the Planning & Preliminary Engineering Study for the WWTP expansion, consider acquiring the parcel of land adjacent to the WWTP.	
4	Low	Trailer mounted sewer jetter	\$25,000	The purchase of a sewer jetter trailer would enable utility staff to clean our own sewer lines and address backups without having to call in another agency or private company to do the work. Annually we spend approximately 7-8000 to clean the entire system. so theoretically it could pay itself off in 3-4 years	

Beyond FY2018-19 (LOW PRIORITY)

1	Medium	Lining of manholes	N/A	Some of the existing manholes are deteriorating and need to be rehabilitated. This will need to be planned out, this is a project that will be more cost effective as a larger project to reduce the mobilization and demobilization costs. There are approximately 30 manholes in the system that are in need of rehabilitation. The scope of work and budget will be refined pending the completion of the SSMP and Wastewater Masterplan updates.	
2	Medium	Lining of Sewer lines	N/A	Some of the existing sewerlines are deteriorating and need to be rehabilitated. This will need to be planned out, this is a project that will be more cost effective as a larger project to reduce the mobilization and demobilization costs. There is approximately 9 miles of sewer lines in the system that are in need of rehabilitation. The scope of work and budget will be refined pending the completion of the SSMP and Wastewater Masterplan updates.	

\$336,900

Schedule GF -- A FY 2017 Capital Outlays

Water -- Capital Projects Projected for FY 2017-18 & 2018-19

RANK PRIORITY

Description

Cost

Justification for Outlay

FY2017-2018 (HIGH PRIORITY)

	1	High	SLT Well Arsenic Blending Line	\$150,000	gallon potable water tank in close proximity to the SLT well. Engineering is underway by the Wallace Group. Construction is anticipated to be in FY 2017-2018. A CDBG Grant has been awarded for this project in the amount of \$120,000.
	2	High	Replace water line on 11th from N st to Mission	\$350,000	This line under the RR tracks is a welded steel line in a steel culvert pipe. It has already had multiple failures and poses an extreme cost if it ruptures under the RR tracks. This is also a main artery between the east and west sides of the tracks. Engineering & Construction are planned for FY 2017-2018. A CDBG Grant has been applied for this project in the amount of \$350,000.
	3	High	Update WATER SYSTEM master plan	\$25,000	The existing WATER SYSTEM master plan is outdated and need to be updated with the current needs of the water district.
	4	High	Replace water line on 10th under Mission St	\$200,000	This line under Mission street is a welded steel line in a steel culvert pipe. It has already had multiple failures and poses an extreme cost if it ruptures. This is also a main artery between the east and west sides of the tracks. Funding assistance opportunities will be explored to assist with the funding of the Engineering & Construction of this project.
	5	High	Additional utility vehicle 1 ton (W/WW)	\$32,500	This vehicle is needed to stop the use of private vehicles in the performance of normal utility work. With additional staffing it will be needed to support repair and construction activities as well as provide transportation for the third person during normal daily operations. It is not feasible to have only one vehicle, multiple vehicles are needed to provide better service and to become more efficient. The cost of this vehicle is being split evenly between the Water & Wastewater departments.
	6	High	Facility Siting / Architectural Planning Study for new CSD Administrative Offices	\$12,000	Use of the fire station is no longer efficient. The district administration has out grown the useful space of the fire department and needs to either relocate to a separate office building that can meet the needs of the district over the foreseeable future or they need to add on to the fire station the space needed. Then fire station has also evolved to a point where it will need the space in the fire station for fire activities. The cost of this vehicle is being split evenly between the Water, Wastewater & Fire departments.
	7	Medium	TESCO reporting module for SCADA (W/WW)	\$3,900	The reporting ability for SCADA is necessary to complete the ability for SCADA to provide the information needed for regular reporting in order to save staff time and provide data at consistent intervals daily, in the future the district will need to track addition information to comply with GSA and potentially new wastewater permitting. The cost of this vehicle is being split evenly between the Water & Wastewater departments.
	8	Medium	(2) Tablets for service orders and access to GIS for utilities (W/WW)	\$1,000	In order to better respond to and receive service orders and access GIS data we are requesting 2 Surface tablets to be integrated into our existing network. The cost of these tablets is being split evenly between the Water & Wastewater departments.
	9	Low	Trench plates (2) 4 x 8 rated plates (W/WW)	\$1,000	plates are used for most repairs in the street. Currently we rent them but are at the mercy of the plate rental company to have them, deliver them and pick them up.

FY2018-2019 (MEDIUM PRIORITY)

	1	High	Water meter replacement for meters ANNUAL Program	\$14,500	In order to continue to replace water meters that are aging and failing in accuracy we need to continue to replace the oldest meters. Based on the remaining meters to be replaced and the eventual replacement of meters in the future we should be replacing 55 meters per year to stay ahead of a 15 year replacement plan. at the current meter cost that is approximately \$14,500 per year.
	2	Medium	Replacement of the SLT Tank	\$150,000	The existing tank is in severe deterioration and undersized for the area that it serves. The Tank needs to be replaced with a new larger tank so that additional storage is available and so that there is more water to blend the SLT well water with. There is the potential for a new residential development to occur in the SLT Service Zone, which is served by this Tank. If that project moves forward, the new SLT Tank may be constructed by the developer. A decision regarding whether the District or the Developer will replace the Tank should occur in FY 2017-2018.
	3	Medium	Relocate diesel tank and install Gasoline tank at yard (W/WW/F)	\$5,000	In order to better utilize the space at the WWTP relocation of the existing diesel tank is needed, in order to have gasoline on hand for emergencies a gasoline fuel tank is needed. The cost of this vehicle is being split evenly between the Water & Wastewater departments.
	4	Medium	Rebuild and repave access road to the tank	\$175,000	The existing road is in severe decay it was suppose to be replaced in 2009 with the new tank but wasn't. It is a huge liability as is has shown in previous years that it is prone to washouts
	5	Medium	Install emergency isolation valves at bridge ends	\$50,000	This item has been discussed several time over the last 10 years with E & F and the Board. The purpose of the valves is to provide a safeguard against water loss in the event that the bridge shifts, or fails completely. Currently in those events an operator would have to manually shut the valves on both sides of the bridge. This may take some time if it is after hours, resulting in total loss of water on the Terrace and serious or total

Beyond FY2018-19 (LOW PRIORITY)

	1		Water meter replacement for meters ANNUAL Program	\$14,500	In order to continue to replace water meters that are aging and failing in accuracy we need to continue to replace the oldest meters. Based on the remaining meters to be replaced and the eventual replacement of meters in the future we should be replacing 55 meters per year to stay ahead of a 15 year replacement plan. at the current meter cost that is approximately \$14,500 per year.
	2		Installation of additional mains to support better flows as identified in Water Master plan	N/A	The scope of this infrastructure will be better defined pending completion of the Water System Masterplan update. After project scoping is complete, the District will explore funding assistance opportunities to assist with the funding of the Engineering & Construction of this project.
	3		Replacement of 4" water lines in alleys	N/A	The scope of this infrastructure will be better defined pending completion of the Water System Masterplan update. After project scoping is complete, the District will explore funding assistance opportunities to assist with the funding of the Engineering & Construction of this project.
	4		New Water Supply Well	N/A	The scope of this infrastructure will be better defined pending completion of the Water System Masterplan update. After project scoping is complete, the District will explore funding assistance opportunities to assist with the funding of the Engineering & Construction of this project.

\$1,184,400