



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President
Anthony Kalvans, Director

Joseph Parent, Vice President
Gib Buckman, Director

Ashley Sangster, Director

THURSDAY, JANUARY 25, 2018 6:00 P.M. Closed session 7:00 P.M. Open session BOARD OF DIRECTORS SPECIAL MEETING AGENDA

SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451

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

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

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

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

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

I. Call to Order: 6:00 PM

II. Pledge of Allegiance:

III. Roll Call:

IV. Approval of Special Meeting Agenda &

1. Swearing in & Oath of Office:

Administering the Oath of Office to newly appointed Board Member: Ashley Sangster to fill the terms of office ending December 2018.

V. ADJOURN TO CLOSED SESSION: Time: _____

A. CLOSED SESSION AGENDA:

1. CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957(b)(1)

Title: General Counsel (Summary will be emailed to ChurchwellWhite)

3. PUBLIC EMPLOYEE APPOINTMENT

Pursuant to Government Code section 54957(b)(1)

Title: General Manager

4. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 : (1 case)

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

District Representatives: District General Counsel, Director Kalvans, and Director Green.

Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

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

1. Report out of closed session by District General Counsel

VII. Public Comment and Communications:

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

VIII. Special Presentations/Public Hearings/Other:

1. Presentation by Bartle-Wells:

San Miguel Water and Wastewater Rate Study proposal – PowerPoint

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

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

District Staff & Committee Reports:

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

X. CONSENT CALENDAR:

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

1. Review and Approve Board Meeting Minutes
 - a) 11-16-2017 Regular Meeting Minutes
 - b) 12-14-2017 Regular Meeting Minutes
2. Approve **Resolution 2018-03**, Updating SDRMA Workers’ Compensation coverage for Governing Body members, and Volunteer Firefighters. Section 3363.5 California Labor Code.
3. Approving **RESOLUTION 2018-09**, assignment of banking powers for John Green, Gilbert Buckman, Anthony Kalvans, Joseph Parent, Ashley Sangster, and Interim General Manager Robert Roberson for District Bank accounts and revoking banking powers for all others.
4. Approve design option for a change to the District logo.

Item withdrawn to discuss: _____

M_____ S_____ V_____

XI. BOARD ACTION ITEMS:

1. Review, Discuss, Receive and File the Enumeration of Financial Report for **December 2017**
 - a) Claims Detail Report 12-2017
 - b) Statement of Revenue Budget vs Actuals 12-2017
 - c) Statement of Expenditures Budget vs Actual 12-2017
 - d) Cash Report for Payrolls 12-2017

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

M _____ S _____ V _____

2. Review and approve **Resolution 2018-02** authorizing the purchase of a Trailer mounted Sewer Jetter from Jetter Northwest in amount Not to Exceed \$41,397.40 to be funded from the Wastewater Capital Reserve fund.

RECOMMENDATION: Approval of Resolution 2018-02 authorizing the purchase of a Trailer Mounted Sewer Jetter in an amount not to exceed \$41,397.40 to be funded from the Wastewater Capital Reserve fund.

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

M _____ S _____ V _____

3. Review and approve **Resolution 2018-06** authorizing \$27,798.86 for the purchase and installation of a new well pump, motor, column, and controls at Well 3 from Aqua Engineering. And authorize a budget adjustment to Water Fund Well 3 Rehab (50-425) in the same amount, transferring funds from Water capital reserve.

RECOMMENDATION: Approve Resolution 2018-06 authorizing \$27,798.86 for the purchase and installation of a new well pump, motor, column, and controls at Well 3 from Aqua Engineering. And authorize a budget adjustment to Water Fund Well 3 Rehab (50-425) in the same amount, transferring funds from Water capital reserve.

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

M _____ S _____ V _____

4. Review and approve Resolution **2018-05** authorizing the Director of Utilities to enter into an agreement with Monsoon Consulting for the Update and audit of the District's Sewer System Management Plan (SSMP) in an amount not to exceed \$28,000. And authorize a budget adjustment to Wastewater Fund Sewer System Management plan (40-575) in the same amount.

RECOMMENDATION: Approve Resolution **2018-05** authorizing the Director of Utilities to enter into an agreement with Monsoon Consulting for the Update and audit of the District's Sewer System Management Plan (SSMP) in an amount not to exceed \$28,000. And authorize a budget adjustment to Wastewater Fund Sewer System Management plan (40-575) in the same amount.

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

M _____ S _____ V _____

5. Review and Approve Resolution No. **2018-07** authorizing the Director of Utilities to contract with Monsoon Consulting to develop plans and specifications for the replacement of approximately 1400' of AC water line between Oak Drive and the SLT water tank at a cost not to exceed \$13,500. And authorized

a budget adjustment and transfer from Capital Reserve to Water Fund Professional services engineering (50-326) in the same amount

RECOMMENDATION: Approve Resolution **2018-07** authorizing the Director of Utilities to contract with Monsoon Consulting to develop plans and specifications for the replacement of approximately 1400' of AC water line between Oak Drive and the SLT water tank at a cost not to exceed \$13,500. And authorized a budget adjustment and transfer from Capital Reserve to Water Fund Professional services engineering (50-326) in the same amount

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

M_____ S_____ V_____

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 2-22-2018 Time: _____

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on January 19, 2018

Date: January 19, 2018

Tamara Parent Approved 1-19-2018

Tamara Parent, Board Clerk/ Accounts Manager

Robert Roberson Approved 1-19-2018

Rob Roberson, Fire Chief/Interim General Manager

John Green Approved 1-19-2018

Approved by: President Green

Camp Roberts January 2018 Report to the San Miguel Community Services District

Camp Roberts will see 2018 as one of its busiest years experienced for quite some time. Beginning in the middle of the January 2018 we will begin reception of a large body of Soldiers and vehicles. They will be arriving by vehicle and by train. Thereafter, we will have a continuous flow of new units coming to train at the installation. We see this flow of units transitioning in and out of the installation all the way through September 2018.

This increased activity will affect traffic patterns on local highways and road networks. Residents should plan for an increased time when travelling.

This heightened troop activity will also increase traffic within the local stores and businesses of San Miguel and surrounding areas. This, of course is the positive economic impact of the post to the region.

Air craft and range operations will also be increased during this time.

LTC Kevin Bender, Army National Guard



MONSOON CONSULTANTS

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

SAN MIGUEL COMMUNITY SERVICES DISTRICT

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

BOARD OF DIRECTORS

John Green, President
Larry Reuck, Vice President
Anthony Kalvans
Gib Buckman
Joseph Parent

Re: DISTRICT ENGINEER REPORT - JANUARY 2018

Gentlemen:

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

OVERVIEW

The District produced approximately 7.1 MGAL (9,425 CCF) of water during the month of December 2017. This represents a decrease of approximately 7.2% from the prior month. A major break a 6-in asbestos cement pipeline occurred on January 7, 2018. This waterline is part of the SLT looped water distribution pipe network and is currently out of service. A proposal for engineering services to design a replacement waterline for this segment is presented as an agenda item for Board consideration. No major failures or unexpected major expenditures were encountered within the wastewater or street lighting systems during the month.

MEETING PARTICIPATION

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

1. January 10, 2018: The DE and the Utilities Director attended the construction "kick-off" & Kit Fox training for the SLT Arsenic Blending Waterline project.
2. January 11, 2018: The DE participated in a meeting of the GSA Cooperative Committee staff where presentations & interviews were held with the three (3)

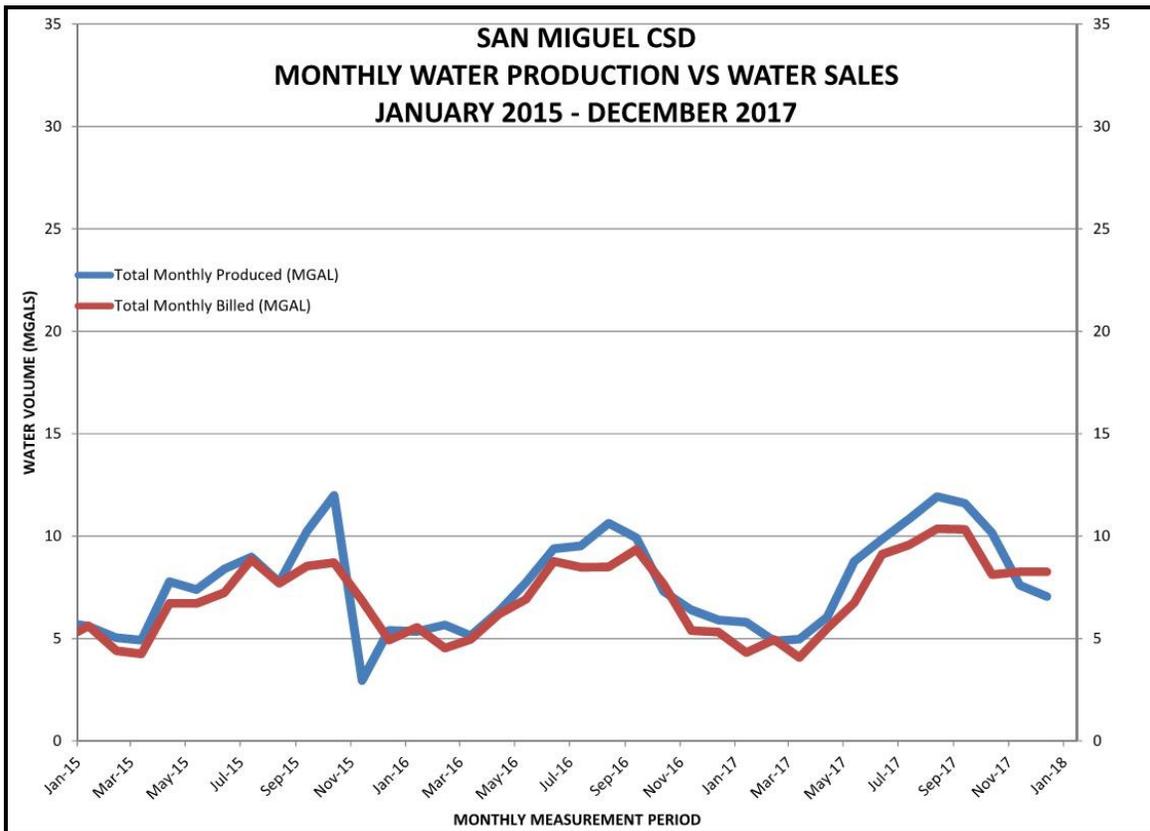
CIVIL ENGINEERING / HYDROLOGY

short-listed consultant teams who are being considered to prepare the Groundwater Sustainability Plan (GSP) for the Paso Robles Groundwater Basin.

3. January 16, 2018. The DE attended a meeting with the Estrella – Pomar – Creston (EPC) GSA formation committee to discuss the EPC GSA’s interest in forming a GSA.
4. January 17, 2018: The DE participated in a conference call with the GSA Cooperative Committee staff to select the preferred team to be recommended to the GSA Cooperative Committee for preparation of the Groundwater Sustainability Plan (GSP) for the Paso Robles Groundwater Basin.

WATER PRODUCTION HISTORY

The following graph depicts the water production and sales for the proceeding 36-months. Note that the Total Monthly Volume of Water Billed which is depicted for December 2017 is based on an estimate. The actual data was unavailable at the time that this report was prepared.



CAPITAL IMPROVEMENT PROGRAM

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

1. San Lawrence Terrace Arsenic Blending Pipeline & Tank Improvements: The contractor (Whitaker Construction Group, Inc.) mobilized on January 15, 2018. Work on this project is expected to be completed before the end of February.

2. Waterline Replacement on 11th Street & UPRR and 10th Street & Mission: The DE has completed preparing plans, specifications, bidding documents and UPRR/Caltrans ROW encroachment permit applications for this project. These documents will be presented to the Board of Directors at the February 2018 regular meeting
3. Wastewater Treatment Plant Renovation / Upgrade: We have been notified that the District will be the recipient of \$177,750 Prop 1 IRWM DAC Involvement Grant Funds which will be used to fund a Wastewater Treatment Plant Update and Recharge Basin Study. We're still a few months or more from being able to invoice for reimbursement funds; however, we can request reimbursement for work performed within the scope back to January 22, 2016. Because of the DAC status, no matching funds are required.
4. Wastewater Treatment Plant Renovation / Upgrade: We have submitted a grant application to the DWR for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation. We have been assigned a project manager at the DWR and are in the process of collecting supplemental information for their agencies review. The DWR has reviewed our submittal and forum it to be complete with the exception of the 2015 – 2016 audited financials. These will be submitted as soon as they are available.
5. SLT 6-inch A.C. Waterline Replacement: A major break a 6-in asbestos cement pipeline occurred on January 7, 2018. This waterline is part of the SLT looped water distribution pipe network and is currently out of service. A proposal for engineering services has been submitted by the DE for consideration by the Board of Directors to design a replacement waterline for this segment is presented as an agenda item for Board consideration.
6. Sanitary Sewer Management Plan Audit & Update: The District's Sanitary Sewer Management Plan (SSMP) was adopted in 2010 and last audited in 2012. The SSMP is considered a living document and is to be kept on-site and reviewed regularly. 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. A proposal has been submitted by the DE for consideration by the Board of Directors to prepare the required audit and update the SSMP.
7. "Main" Water Storage Tank Access Road Improvements: The existing access road which serves the 650,000 gallon "Main" water storage tank is in poor condition and in need of repair. The subject access road currently exhibits significant pavement distress, potholes, and localized failures. In addition, there are issues regarding storm water drainage along portions of the access road that require improvements to limit erosion and insure stability & pavement integrity during significant storm events. A proposal has been submitted by the DE for consideration by the Board of Directors to provide surveying & engineering services and prepare construction documentation in preparation for soliciting bids from qualified contractors to make the necessary improvements.

DEVELOPMENT

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

- a) People's Self Help (Tract 2527, formerly Mission Garden Estates): The contractor continues the installation of the underground utilities. The the sanitary sewer collection system and the water distribution system have been installed. The sewage lift station is currently being installed. Dry utilities are currently being installed, in advance of final grading operations.
- b) People's Self Help (Tract 2710). This is a 24 Lot residential subdivision. Construction of water and sewer lines have been completed, tested and passed inspection. Homes are now under construction and they will be building in groups of 8 at once. The District is providing lateral inspections as needed. To date, all of the planned homes have been framed and construction continues to progress.
- c) Tract 2779 (Nino - 34 lots) –Site work on for this development was initiated in October 2017 and the contractor is currently installing water and sanitary sewer infrastructure.

GROUNDWATER SUSTAINABILITY AGENCY

Proposals for professional engineering & hydrogeological services as required to prepare a Groundwater Sustainability Plan (GSP) for the Paso Robles Groundwater Basin were received on December 4, 2017 and a “short list” of three (3) firms were selected for interview by the Cooperative Committee staff. The interviews were held on January 11, 2018. Based on the results of the interviews, the Hydrometrics team was selected as the top candidate. Interviews with the GSA Cooperative Committee members will be schedules in the near future during which the final consultant team selection will be made.

An application to the DWR for grant funding for the preparation of the Paso Robles Groundwater Basin GSP was completed and submitted in November. We are currently waiting on the DWR to make an announcement regarding award of grant funds. Initial indications from the DWR are promising that grant funds will be awarded to partially fund the preparation of the Paso Robles Groundwater Basin GSP.

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

Respectfully Submitted,

MONSOON CONSULTANTS

Blaine T. Reely

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

January 17, 2018
Date

SAN MIGUEL COMMUNITY SERVICES DISTRICT

AGENDA ITEM# IX.9

UTILITY REPORT 12-14-17 Thru 1-18-2018

Well Status:

- Well 4 is fully operational
- Well 3 is out of service awaiting approval for replacement pump and related equipment.
- SLT well is out of service during the installation of the SLT Blending line currently underway.

State Water Resources Control Board (SWRCB):

- .

Water System status:

Water leaks this month:3 This year: 5 Total last year: 6

Water related calls through the alarm company after hours this month: 4 this Year: 12

- On 12/24/17 we were advised of a main break on the 1000 block of K street. We excavated and repaired the main break that night.
- On 1-8-18 we were notified of homes without water on the San Lawrence Terrace. This outage was due to a complete failure of the main line between Oak Drive and the SLT Tank. The line was isolated and water restored to the homes in the area. The line and tank remain out of service pending a determination of how to address the break long term.

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

WWTP status:

- Due to an issue with power at the WWTP we experienced a high number of failures at the plant. In order to correct part of the problem starters for the lift pumps had to be replaced. We are working with PG&E to determine the cause of the power issues and get them corrected.
- An issue was raised on 1/8/18 that the WWTP lights need to be adjusted as they are visible from Homes on Mission street. We will be adjusting them to minimize the impact on the homes on Mission street and still maintain necessary light at the plant once a lift is available to reach them.

Lighting status:

- We received a rebate in the amount of \$910 from PG&E for participating in a street light conversion program.

Project status:

- Continuing raising valves and manholes around town.
- SLT Blending line is underway
- Major cleanup is in progress at the WWTP
-

SCADA:

- Recently TESCO made some updates to our software in order to cut down and track nuisance communication fails that we had been experiencing.

SLO County in San Miguel:

- .

Caltrans in San Miguel:

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

Rain in San Miguel:

1-8/9-18 2"

PREPARED BY:

Kelly Dodds

Kelly Dodds

Director of Utilities

Date: January 18th 2018



San Miguel Community Services District Board of Directors Meeting

Staff Report

January 25th, 2018

AGENDA ITEM: IX 10

SUBJECT: Fire Chief Report for December 2017

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

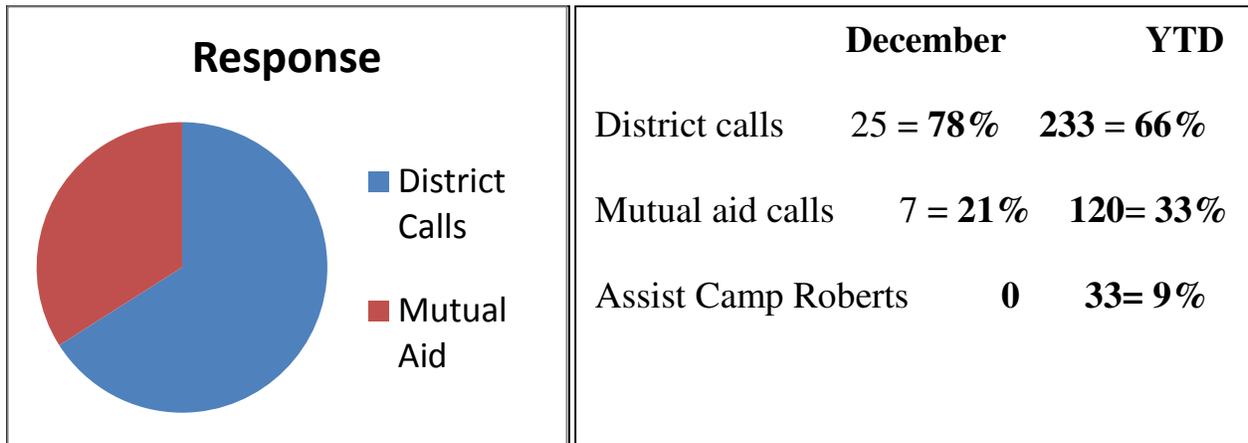
INCIDENT RESPONSE:

- Total Incidents for December 2017 **32**
- Average Calls for per Month in 2017 **29.4**
- Total calls for the year to date **353**

Emergency Response Man Hours in Nov = 46	2017 total	947
Stand-By Man Hours for Nov = 14		411
	Total hr.	1,358

Emergency Response Man Hours = 1.4 hr. Per call for Dec	2.6 hr. Per call for the year
Stand-By Average per Call = .4 hr. Per call for, Nov	1.1 hr. Per call for the year

21/32 Call were not responded to by department members in the month of December. 17 were in the district 4 were in the county. Calls were covered by San Miguel duty coverage and Camp Roberts Fire.



Equipment:

- 20 New MSA SCBA's have arrived and mandatory training and Fit testing will be conducted at the February 6th drill before the SCBA's can be placed in service.
- The New District Logo will be placed on the Fire and Utility Equipment Late January pending board approval.

Activities:

December

<u>Date</u>	<u>Subject matter</u>
5	Auto Extrication/ Patient Removal/ Assessment
12	Christmas Dinner
19	No Drill
28	Association Meeting

Information:

Prepared By:

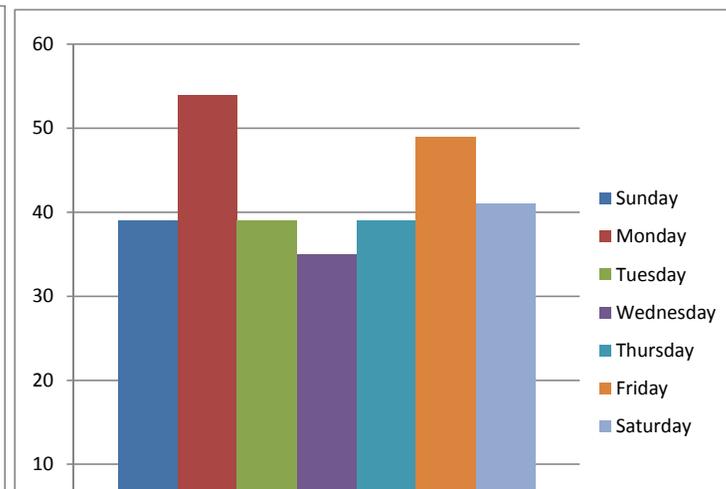
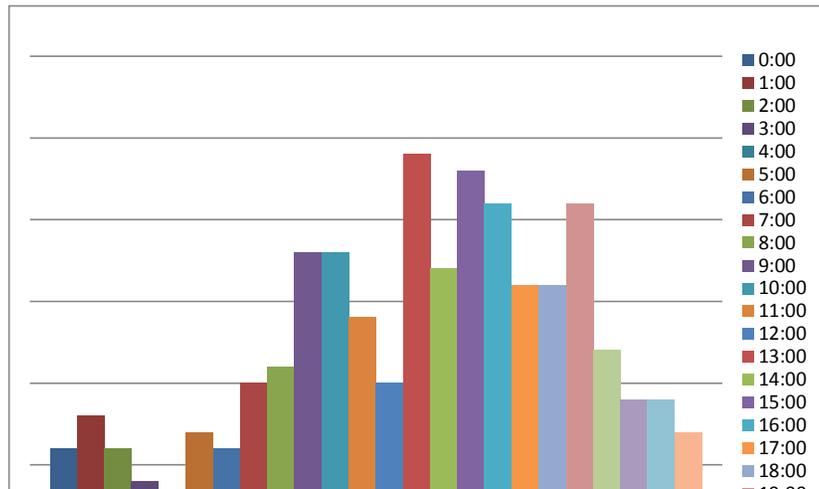
Rob Roberson

Rob Roberson, Fire Chief

Call per time of day and day of the week 2017

	After Hours					CSD Work Hours										Off Hours										
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	0	1	2	2	1	0	1	1	3	4	8	2	1	2	1	2	6	6	3	2	1	3	0	0	52	10%
Monday	0	1	2	0	0	2	2	0	1	3	3	4	9	4	6	3	5	6	2	3	1	5	0	64	20%	
Tuesday	3	1	1	1	0	1	1	0	3	1	2	1	6	5	4	2	2	1	3	2	2	1	1	46	16%	
Wednesday	0	2	0	1	0	2	1	0	2	3	3	0	1	3	4	3	1	2	3	2	3	3	1	1	41	14%
Thursday	1	1	1	0	0	0	0	0	2	2	3	2	2	3	3	2	4	3	1	4	3	2	1	0	40	12%
Friday	1	1	0	1	0	0	0	4	4	4	3	5	2	4	3	4	5	5	2	5	1	1	1	2	58	16%
Saturday	4	0	0	0	0	1	1	2	1	6	2	2	2	2	3	5	6	3	1	2	5	2	2	0	52	12%
Hour Total	9	7	6	5	1	6	6	11	12	23	23	16	13	29	23	26	27	26	17	20	18	14	11	4	353	
	1%	3%	2%	1%	0%	2%	2%	4%	3%	5%	6%	3%	2%	9%	4%	10%	6%	6%	4%	8%	3%	4%	2%	2%		

Total calls during CSD Work Hours	127	38%
Total calls during Off time and weekends	226	62%
After Hours calls 22:00 to 06:00	49	16%
Total Weekend Calls	104	22%
Total Calls Monday thru Friday	249	77%



FIRE EQUIPMENT

2017 MILEAGE / FUEL REPORT

IX-10-3

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
Diesel															
E-8696	9	0	64	21.4	46	0	94	21	23	0	63	17.5	299	59.9	5.0
E-8687	0	0	15	0	15	20	82	16.1	142	19	338	64.1	592	119.2	5.0
E-8668	68	0	44	14.6	11	0	15	0	74	0	12	0	224	14.6	15.3
6 Month Total												1115	193.7	5.8	
Gas															
U-8630	647	37	300	10	388	45	191	22	156	11	176	28.54	1858	153.5	12.1
C-8600	694	26.4	466	29.6	135	19	616	20.7	600	46	673	59.5	3184	201.2	15.8
6 Month Total												5042	354.7	14.2	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
Diesel															
E-8696	9	15	75	0	20	11	1240	248	37	0	1726	227	3406	560.9	5.5
E-8687	328	30.5	70	17	173	20	87	17	33	0	40	7	1323	210.7	5.6
E-8668	3	11	13	9	103	0	22	10	124	29	34	10	523	83.6	10.8
6 Month Total												5252	855.2	6.1	
Gas															
U-8630	587	72	572	53	602	60	1087	88.4	941	55.5	757	27.66	6404	510.1	12.3
C-8600	209	51	510	22	537	53	511	31	885	23.4	1168	27	7004	408.6	16.5
6 Month Total												13408	918.7	14.6	

YTD 2016 Total	mi.	gal.	Avg. MPG
Diesel	6367	1049	6.1
Gas	18450	1273	14.5

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

November 16, 2017 SPECIAL MEETING MINUTES

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

I. Meeting Called to Order by President Green – 6:30 p.m.

II. Pledge of Allegiance lead by Director Kalvans.

III. Roll Call: Directors Present: Buckman, Green, Parent, Kalvans

District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman and District General Counsel Schweikert,

IV. Adoption of Special Meeting Agenda:

Motion by Director Buckman to adopt Special Meeting Agenda as presented.

Seconded by Director Parent Motion was approved by vote of 4 AYES and 0 NOES and 1 ABSENT

V. Public Comment and Communications (for items not on the agenda):

No public comment.

VI. ADJOURN TO CLOSED SESSION:

Closed Session convened at 6:11 p.m.

A. CLOSED SESSION AGENDA:

1. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) subdivision (d) of Section 54956.9: (1 case)

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Properties: 021-051-017 and 021-051-016.

Agency negotiator: (Blaine T. Reely, PhD, PE/Monsoon Consultants, SMCS D Interim General Manager Rob Roberson, and Director of Utilities Kelly Dodds)

Property Negotiator: San Miguel Ranch, LLC.

Under negotiation: Purchase price & terms of payment.

- 3. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)
 District Representatives: District General Counsel, Director Kalvans, and Director Green.
 Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit.

Director Kalvans left at 7:00 P.M. due to family emergency

- A. RECONVENE TO OPEN SESSION:** President Green reconvened to Open Session at 7:03 P.M.

B. REPORT OUT OF CLOSED SESSION

Report out of Closed Session by District General Counsel. Direction was given to Negotiators and Staff.

VII. Call to Order for Regular Board Meeting @7:05 P.M.

VIII. Public Comment and Communications:

No public comment.

IX. STAFF & COMMITTEE REPORTS:

1. San Luis Obispo County Sheriff No Report
2. San Luis Obispo County Board of Supervisors No Report
Public Comment: Richard Smithen, resident of San Miguel asked about any decisions regarding the “SLO County Cannabis Ordinance” from the Board of Supervisors. Understanding is that the County will not allow in unincorporated County areas. General Manager said he would look into it.
3. San Luis Obispo County Planning and/or Public Works No Report
4. San Miguel Area Advisory Council No Report
5. Camp Roberts—Army National Guard (LTC Kevin Bender) No Report
6. **Interim General Manager:** Verbal Report updated the Board of Directors that the District Staff has received the 2017-2018 estimated revenues & assessed values from the County of San Luis Obispo. District has also received the draft Audit for 2015/2016 from Moss, Levy. Board Clerk, Tamara Parent is almost up-to-date on the Board Meeting Minutes. Kelly Dodds, Director of Utilities is working on the street Lighting with PG&E. Paola Freeman, Bookkeeper is still working with CPA, in regard to District liabilities. Riverbed cleanup is still in the works and the District has talked to Mr. Kardashian from San Miguel Garbage and he will provide the dumpster if we pay the dump fee. Jason Taylor will be planning a date for cleanup.
Board Comments: Discussion ensued about riverbed clean up and location and safety.
Public Comment: Richard Smithen, resident of San Miguel informed the Fire Chief that he has noticed a few more homeless next to the Senior Center.
7. **District General Counsel:** Presented by Counsel Karl Schweikert. ChurchwellWhite, LLC has nothing new to report.

Board Comments: None

- 8. District Engineer:** Written report submitted as is. Blaine Reely explained that he had gotten word on the grant funds for prop 1, and was informed that we have been awarded this grant and the paperwork will be brought to the board in December for approval.

Board Comments: None**Public Comments:** None

- 9. Director of Utilities:** Presented by Kelly Dodds, Director of Utilities. Updated the Board that he is working with PG&E for street lighting. The San Lawrence Terrace well buildings and River Road booster station buildings have been painted. SLT blending project is a stall due to access to the pipe that is needed for the project.

Board Comments: Director Parent asked about the aerators at the wastewater facility, Director of Utilities informed him that he is still working with PG&E.**Public Comments:** None

- 10. Fire Chief:** Presented by Rob Roberson, Fire Chief. Rich Souer, who came to the District on 10/25/2017 for a demo with a fire suppression system has donated some extraction equipment and the board will have to approve acceptance of this donation. District calls are up this year and San Miguel Fire Department has responded to over 300 calls to date; 26 Wildland fire response, and the activity at Camp Roberts have made for more calls this year.

Board Comments: Director Green asked if the calls are medical. 59% are medical calls explained Chief Roberson.

Director Buckman asked about the new donated equipment and if it uses Hydraulic fluid. Discussion ensued about having the same equipment and safety.

Public Comment: Richard Smithen, resident of San Miguel explained that PG&E will be raising rates due to the California fires this year. The District should be prepared for this increase.**X. CONSENT ITEMS:**

1. Review and Approve Board Meeting Minutes
 - a) Draft meeting minutes for Aug 9, 2017
 - b) Draft meeting minutes for Aug 31,2017
 - c) Draft meeting minutes for Sept. 22, 2017
2. Gratitude letter of acceptance TNT Rescue Extrication equipment to San Miguel Fire Department as a donation from Micro Droplet Systems Inc.

Motion by President Buckman to approve all consent items presented.

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

XI. BOARD ACTION ITEMS:

1. **Review, Discuss, Receive and File the Enumeration of Financial Report for October 2017**

Item presented by Interim General Manager Rob Roberson, explaining that he has asked Paola Freeman to be at the Board Meeting for any questions. District Bookkeeper, Paola Freeman asked about each individual item.

Board Comments: Director Buckman asked about the Fire Prevention supplies for the schools.

Director Parent voiced his concern with the ChurchwellWhite fees.

Public Comments: Laverne Buckman, San Miguel Resident asked about how many credit cards does the district have and how they are being used. Interim General Manager/Fire Chief Rob Roberson explained that he would have District Staff look into this and will bring a report back next month on the Credit Cards. Discussion ensued. Directors agreed and asked that it be brought back at next meeting on what cards the District has at this point.

Motion by Director Buckman to Receive and File the Enumeration of Financial Report for October 2017

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

2. Review and Approve RESOLUTION 2017-48 adopting the 2017 Water & Wastewater Masterplan as prepared by Monsoon Consulting.

Item presented by District Engineer Blaine Reely he explained that at last meeting he presented a PowerPoint presentation, and was looking for comments from the board. There were no significant changes brought to his attention. Dr. Reely asked that the Board of Directors approve Resolution 2017-48.

Board Comment: Director Parent feels that the Masterplans will help the district in the future and hopes that this will help with grants also. Thanks, Dr. Reely for all his work.

Public Comments: No public comment.

Motion by Director Parent to adopt Resolution No. 2017-48 to adopt the 2017 Water & Wastewater Master Plan.

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

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

Item presented by Interim General Manager/Fire Chief Rob Roberson, updating the Board of Directors that a few of the iPads and a Trailer Mounted Air Bottle Filling Station should be declared surplus.

Board Comment: Director Parent asked about the Air fill trailer and if we could donate it. Counsel Schweikert explained to him that the item must be declared surplus first the District can.

Director Green, asked about testing and safety before surplus. Assistant Fire Chief explained that we have a surplus policy that the staff follows, and if the Board would like to donate we could consider.

Public Comments: Richard Smithen reminds the board that because it was donated by Cal Fire we might have to check with them to see if they would want it back.

Motion by Director Buckman to surplus attached list, but to research Cal fire for the donated air fill trailer to see if they would want it back.

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

XII. BOARD COMMENT:

None

XIII. ADJOURNMENT: @ 7:53 PM

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

December 14, 2017 SPECIAL MEETING MINUTES

MEETING HELD AT DISTRICT OFFICES

1150 MISSION STREET

SAN MIGUEL, CA 93451

I. Meeting Called to Order by President Green – 6:00 p.m.

II. Pledge of Allegiance lead by Director Kalvans.

III. Roll Call: Directors Present: Buckman, Green, Kalvans, Parent.

District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, and District General Counsel White and Seikaly.

IV. Adoption of Special Meeting Agenda: President Green asked to *Table Item # 4 Board Action Item.

Motion by Director Buckman to adopt Special Meeting Agenda.

Seconded by Director Parent Motion was approved by vote of 4 AYES and 0 NOES and 1 ABSENT

V. ADJOURN TO CLOSED SESSION:

Closed Session convened at 6:33 p.m.

A. CLOSED SESSION AGENDA:

1. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 : (1 case)

2. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) subdivision (d) of Section 54956.9: (1 case)

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Properties: 021-051-017 and 021-051-016.

Agency negotiator: (Blaine T. Reely, PhD, PE/Monsoon Consultants, SMCSO Interim General Manager Rob Roberson, and Director of Utilities Kelly Dodds)

Property Negotiator: San Miguel Ranch, LLC.

Under negotiation: Purchase price & terms of payment.

4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957(b)(1)

Title: General Counsel

5. PUBLIC EMPLOYEE APPOINTMENT

Pursuant to Government Code section 54957(b)(1)

Title: General Manager

6. RECONVENE TO OPEN SESSION: President Green reconvened to Open Session at 7:00 P.M.

VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:05 P.M.

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

VII. Public Comment and Communications:

No public comment.

VIII. Special Presentations/Public Hearings/Other:

1. Election of Board Officers and Board Appointments:

A. Nominate and Elect Board of Director Officers:

Director Kalvans made a Motion to Nominate Director Green as Board President and Director Parent as Vice President for the 2018 Calendar Year
Seconded by Director Buckman.

A.1. President elect John Green; Passes 3/0/1 Voice Vote

A.2. Vice-President Joseph Parent: Passes 4/0/1 Voice Vote

IX. STAFF & COMMITTEE REPORTS:

- | | |
|--|-----------|
| 1. San Luis Obispo County Sheriff | No Report |
| 2. San Luis Obispo County Board of Supervisors | No Report |
| 3. San Luis Obispo County Planning and/or Public Works | No Report |
| 4. San Miguel Area Advisory Council | No Report |
| 5. Camp Roberts—Army National Guard (LTC Kevin Bender) | No Report |
| 6. Interim General Manager: Verbal Report updating the Board of Directors and explained that Alex Hom from Moss, Levy is here to present the Audit to the Board of Directors. | |
- Interim General Manager Rob Roberson updates the Directors on question from last month's board meeting on the District Credit Cards. The District has three different credit cards.

1. CalCard, no service fee and incentive rebates, Kelly Dodds & Rob Roberson are the current staff that have this card.
2. 76 Gas Card, Monthly Service fee of 10.00. Each District Vehicle has a Gas card. Discussion ensued and the Majority of the Directors would like staff to research new gas card and bring back information.
3. Bank of the West (CSDA) Credit Card, No Service fee. Rob Roberson, Kelly Dodds, Tamara Parent are the current staff that have this card.

Board Comments: President Green asks Staff to bring back information regarding a new Gas Credit Cards that do not have a monthly service fee and that will work at any gas station.

7. **District General Counsel:** Presented by Counsel Seikaly. ChurchwellWhite, LLC. has nothing new to report.

Board Comments: None

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

Board Comments: None

Public Comments: None

9. **Director of Utilities:** Kelly Dodds, Director of Utilities updated the Board on the aeration project at the WWTP and it is producing some reliable results. Last week we had a water main break in the ally by the new park. Discussion ensued about construction at park.

Mr. Dodds is still working with Bartel-Wells for the SMCSD Rate Study and hopes to bring an update to the Board at the next meeting. The new Water Utilities vehicle has arrived and is in service.

Board Comments: Director Kalvans asked the Director of Utilities why his report is verbal? Since in the past it had been written. Director of Utilities explained that he works with Dr. Reely who was hired as District Engineer in February 2017 and all the information is combined with the Engineer report. The last written report was in July 2017. The verbal report is to give more up to date information to the Directors. Director Kalvans said, he would prefer a written report.

Director Kalvans asked how the street lighting was going and if the Director of Utilities had any updates? Mr. Dodds explained that it is on his list, and he is still working with PG&E.

President Green explained to Director Kalvans that the Directors had been updated on this but Director Kalvans was absent.

Director Kalvans asked Mr. Dodds to get in touch with the Lillian Larsen School to get lead testing done. Director of Utilities informed the Board of Directors that he had reached out the schools and looks forward to hearing from them. He also explained that the District had done Lead testing in November 2017, with results that showed non-detect and stating that San Miguel doesn't have lead pipes.

Public Comments: None

10. **Fire Chief:** Fire Chief Rob Roberson updates the Directors on the amount of calls the District has responded to over the last year, and informed the Directors that he had met with SLO County Board of Supervisor John Peschong. Chief explains, that the District should be prepared for more emergency calls. This District is growing and we have new housing developments, with an 18% increase over the last year. Chief Roberson thanked everyone for coming to the San Miguel Fire Department Christmas dinner and

congratulated Mr. Buckman for earning the Fire Fighter of the year for 2017. Chief also informed the Directors that The District has an engine and a four-man crew working at the Thomas Fire.

Board Comments: Director Green, asked why there is a cap of Twenty VFF at the District, Chief Roberson explained that it is an insurance issue.

Director Klavans asked Fire Chief about the increase of call in the county area and asked chief if they would be asking the county for money, chief explained that the increase in calls are everywhere. Director Klavans asked that we start looking into expanding the district boundaries. Chief explains that SRA, and mutual aid are here to help us, and the responsibility and cost exceeds the benefit of removing the area from the SRA.

Discussion ensued.

Public Comment: None

Director Kalvans explained that he had to leave at 7:39 P.M.

X. CONSENT ITEMS:

Director Green asked to pull Item #1 of the consent items for discussion.

Item 2 & 3 of the consent Agenda.

Motion by Director Parent to approve and pass items #1 & #2 of the consent items.

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

1. Approve **Resolution No. 2017-54** establishing Regular Board of Director Meeting Dates for 2018. **Item Pulled for Discussion.*
Majority of the Board asked that the date be changed to December 20, 2018.
2. Approve a five-year renewal of the Memorandum of Understanding between the County of San Luis Obispo and the District for the use of radio rack space at the Districts radio shack.
3. Review and Approve Board Meeting Minutes
 - a) 9-28-2017 Draft Minutes of Special Board Meeting
 - b) 10-19-2017 Draft Minutes of Special Board Meeting
 - c) 10-26-2017 Draft Minutes of Regular Board Meeting

*Item #1 Motion by Director Parent to amended item #1 dates from December 13 to December 20th

Seconded by Director Buckman. Motion was approved by Voice Vote of 3 AYES and NOES and 2 ABSENT.

XI. BOARD ACTION ITEMS:

1. Review, Discuss, Receive and File the Enumeration of Financial Report for November 2017

Item presented by Interim General Manager Rob Roberson, explaining that this item is in the action items for discussion.

Board Comments: None

Public Comments: None

Motion by Director Parent to Receive and File the Enumeration of Financial Report for November 2017

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

2. Review and Discuss Approving Resolution 2017-55 accepting and approving of the FY 2015-16 Financial Audit Report by Moss Levy Hartzheim (Alex Hom)

Item presented by Mr. Alex Hom from Moss Levy Hartzheim.

Mr. Hom pointed out that they gave the district an “no opinion”, meaning that something is wrong and don’t know the full amount.

Board Comment: Director Buckman asked Mr. Hom if it was regular practice to inform the Board of Directors about issues with finding in the Aduit that might need extra attention at the time of finding. Mr. Hom explained that he indeed was in touch with previous San Miguel General Manager and President Kalvans. Discussion ensued.

General Counsel White asked that a high level of confidentiality be used to proceed.

Mr. Hom explained that they were not hired to do a forensic audit, and he feels that the District is doing all it can to proceed. The Adjustments have been identified and then the adjustments will be given to the staff.

Board Comment: President Green, asked if the Management letter was done and would like to see it. Interim General Manager/Fire Chief Rob Roberson explained that the Management letter will respond to all the findings, and be brought to the Board of Directors.

Mr. Hom explained that he had to make a few adjustments because the District had not put the required information into the accounting system. The Administration Fund that should have been allocated out to other funds and was never done. The District also has a Bond and Note that the County of SLO handles, they collect the money and they make the payments on it for the District, and the District did not have that information in the accounting program at all. Mr. Hom also explained to the Board of Directors that three years ago, the California State Accounting Standards changed and the District needed to also put in pension liabilities/retirement health medical and that was also not done till they put it in this year.

Board Comment: Director Parent asked, Mr. Hom if he was correct, in that previous management and auditor should have known about these changes and it was overlooked.

Mr. Hom voiced that “yes” and that the adjustment added up to about 20-25 different entries, he also explaining that the District needs to do these adjustment in a timely manner. Alex Hom explained that the other issue was Connection Fee collected by the District and that these are restricted funds but the District had not done anything to track these funds in 15/16, feeling that it was just a lack of knowledge by previous management.

Interim General Manager/Fire Chief Rob Roberson explained that at this time the District has not received the adjustments from Moss, Levy, Hartzheim. When the Bookkeeper receives the adjustments, she will then work with staff to make the adjustments. Board will then be updated.

Public Comments: Ashley Sangster, resident of San Miguel. Asked two questions.

1. Does the District plan on doing a forensic audit?

Counsel White, expressed that yes, they would be.

2. With the discrepancies in the finances, does the District feel that there are nefarious things that are causing these discrepancies?

Counsel White explained that it was not appropriate to talk about those thing at this time, and thanked Mr. Sangster for understanding.

Motion by Director Buckman to Approve Resolution 2017-55 accepting and approving of the FY 2015-16 Financial Audit Report by Moss Levy Hartzheim

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

3. Authorization for Submission of an Application for Financial Assistance for The Planning and Design of Improvements To The Districts Wastewater Treatment Plant by Resolution 2017-57

Item presented by District Engineer Blaine Reely, updating the Board of Directors explaining that the grant application needs a Resolution for Prop 1. If the District is awarded the Grant the funds can be used for past testing and new planning and design for WTP.

Board Comment: Director Green asked, if the grant was a matching grant.

Dr. Reely explained, that it was not a matching grant.

Public Comments: Nannette Roe, San Miguel resident asked because of the “no opinion” on the latest District Audit if that would affect the District from getting this Prop 1 Grant?

Dr. Reely explained, that he had already sent the last three years Audits and because this is a Grant, they are not looking if the District could pay it back or not.

Motion by Director Parent to Approving Resolution 2017-57 Authorization for Submission of an Application for Financial Assistance for The Planning and Design of Improvements to The Districts Wastewater Treatment Plant

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

4. **Review and approve Resolution 2017-49 authorizing the purchase of a Trailer mounted Sewer Jetter from Jetter Northwest in amount Not to Exceed \$37,659.90 to be funded from the Wastewater Capital Reserve fund.**

Item Tabled at adoption of the meeting agenda

5. **Review and Approve Resolution No. 2017-56 authorizing the Director of Utilities to contract with Aqua Engineering to pull and evaluate the pump equipment at well 3 in an amount not to exceed \$7,700 and authorize up to \$9,000 to make repairs to the well equipment if necessary.**

Item presented by Director of Utilities, Kelly Dodds explaining that Well # 3 was originally developed in the 40's and in 2009, the well was pulled and a new smaller casing was inserted. At that time, no work was done on the drive shaft. At this point the vibration has gotten bad and our only option is to pull the well for \$7,700 and pull and evaluate the well equipment. The \$9,000 is to be used for immediate repairs and reinstallation of the pump. In the event there is major repairs needed, that exceed the authorized funds then this information will be brought back to the board for further discussion and allocation of funds. Total funds to be appropriated is \$16,700 out of Capital Reserve.

Board Comment: Director Green, asked why we would not just appropriate the total amount. Mr. Dodds explained that we would need to come back to the Board once we know what the problem is and make a plan.

Director Parent asked about a timeline since this is one of our main wells for the District. Director of Utilities Kelly Dodds, explaining that he is hoping it will only be down for a couple weeks. The evaluations of well #3 has to go well, if not we will be coming back to the Board with an update and feels that this should be taken care of by the end of February.

Public Comments: None

Motion by Director Buckman to Approve Resolution No. 2017-56 authorizing the Director of Utilities to contract with Aqua Engineering to pull and evaluate the pump equipment at well 3 in an amount not to exceed \$7,700 and authorize up to \$9,000 to make repairs to the well equipment if necessary.

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

6. Review and Approve Resolution 2017-58 Adopting General Manager job description.

Item presented by Counsel Seikaly, updating the Directors that this General Manager job description was started back in May of 2017 and they have been updating on and off.

Board Comment: Director Green asked if this was just a draft or would they like it approved tonight?

Counsel Seikaly explained, that they were looking for approval tonight, if possible.

Director Green asked if this General Manager Job description would fit and it was explained by Counsel White that the District should have a General Manager Job description and expectations on file.

Director Parent feels he has not had enough time to review.

Director Parent Motions to continue this item to next meeting.

Director Green would like a hard copy of the General Managers Job Description before next meeting.

Majority of Board agreed that they needed more time to review the Draft of the General Managers Job Description.

7. Adopt Resolution 2017-59 appointing Robert Roberson as General Manager of the San Miguel Community Services District.

Counsel Seikaly asked that this item be removed and be considered at a later meeting date.

Majority of Board agreed.

XII. BOARD COMMENT:

Director Buckman wanted the Directors to be aware, regarding the audit that the Admin fund was supposed to have ten items and ended up with twenty-eight. That is why it looks like it is 600% over.

Director Parent wished everyone a good Holiday.

Director Green would like to hold the General Managers job description until we have a full board. President Green would like to see the Management letter as soon as it is available and a hard copy. President Green asked about Director Reuck and the Board Clerk informed the board that Mr. Reuck will be in this week or beginning of next week with an official resignation. Counsel White reminds the Director that an appointment needs to be made within sixty days.

President Green would like to discuss a resolution addressing the constant absences of one of the current directors. Director Parent concurs.

Counsel White, explains that he will be in touch and that legally a Director must miss three consecutive meeting to have it considered “abandoning your position as a Director”.

President Green would like to revisit board stipends and look at changing the board by-laws (handbook).

Counsel White, will bring back information next month.

XIII. ADJOURNMENT: 8:25 P.M.

November 30, 2017

Ms. Paola Freeman, Bookkeeper
San Miguel Community Services District
Post Office Box 180
1150 Mission Street
San Miguel, California 93451

Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage

Dear Ms. Freeman,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or edoughty@sdrma.org.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers



RESOLUTION No. 2018-03

**RESOLUTION OF THE GOVERNING BODY OF
THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

WHEREAS, the San Miguel Community Services District utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the San Miguel Community Services District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the San Miguel Community Services District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the San Miguel Community Services District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the San Miguel Community Services District.

PASSED, APPROVED AND ADOPTED this January 25, 2018 by the following vote:

AYES:
NOES:
ABSENT:

Green, John - Board President
San Miguel Community Services District

Robert Roberson – Interim General Manager
San Miguel Community Services District

APPROVED AS TO FORM: District General Counsel

RESOLUTION NO. 2018-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING ASSIGNMENT OF BANK POWERS FOR JOHN GREEN, GILBERT BUCKMAN, ANTHONY KALVANS, JOSEPH PARENT IV, ASHLEY SANGSTER, AND INTERIM GENERAL MANAGER ROBERT ROBERSON FOR DISTRICT BANK ACCOUNTS

WHEREAS, the San Miguel Community Services District (“SMCSD”) has bank accounts at Pacific Premier Bank (“PPB”) and Pacific Western Bank (“PWB”) to pay operating expenses; and

WHEREAS, SMCSD has previously provided PPB & PWB with an approved resolution stating which banking powers are assigned to SMCSD officials and staff; and

WHEREAS, the Board desires to grant all current SMCSD Board Members and Interim General Manager the authority to have all signing powers necessary for the operation of SMCSD; and

WHEREAS, SMCSD Board of Directors desires to remove all former Directors and General Managers not expressly listed in this resolution; and

WHEREAS, the Board of Directors desires to approve assignment of banking powers to John Green, Gilbert Buckman, Anthony Kalvans, Joseph Parent IV, and Ashley Sangster, a duly elected member of the SMCSD Board of Directors, and Robert Roberson, Interim General Manager; and

NOW THEREFORE, BE IT RESOLVED, by the Board of SMCSD that Board of Director, John Green, Gilbert Buckman, Anthony Kalvans, Joseph Parent IV, Ashley Sangster, and Interim General Manager Robert Roberson is hereby granted the following banking powers and authority necessary for the operation of SMCSD:

1. To open any deposit or share account(s) in the name of SMCSD; and
2. To endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with PPB and PWB.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 25th day of January 2018.

John Green, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager
and Secretary to the Board

Doug White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

January 25, 2018

AGENDA ITEM: X-4

SUBJECT: New Fire/CSD logo.

RECOMMENDATION:

Staff would like to approve design option for a change to the District logo.

BACKGROUND:

The current logo was designed in 2004. The logo depicts the bell tower at the south end of town south of the mission. Prior to the bell tower the Logo was a one-dimensional view of the Chapple and the front of the mission.

To create a new positive look for the district, I would like to update the district logo.

With new computer graphic and art design technology, logo designs have come a long way and it would be nice to put out a new logo for the district.

I have met with Department Members, San Miguel Residence, Steve Kalar, and have also worked with local graphic designers since the last discussion with Board of Directors.

The door emblem on the district vehicles would be the first part that would be changed. All the stationary could be changes through attrition so we do not waist current products that have the district's current logo.

Fiscal Impact:

To create the new patch and have 200 produced would cost \$346.50

The cost of removing and putting the new patches on approximately 40 uniform shirts and jackets.

The cost of creating and producing the new seal for the center piece for each door on each piece of equipment.

PREPARED BY:

Attachment: New CSD & Fire Logo

Rob Roberson

Rob Roberson Interim General Manager / Fire chief





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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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Pacific Premier Bank - General Account
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Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3593	16948S	434 76 FLEET CARD	877.73					
Account Number : 0201-00-108861-6								
1	52213216	11/30/17 Fuel - Truck #8600	266.90			20 62000	485	10200
2	52213216	11/30/17 Fuel - Truck #8601	102.49			20 62000	485	10200
3	52213216	11/30/17 Fuel - Truck #8601	102.49			40 64000	485	10200
4	52213216	11/30/17 Fuel - Truck #8601	102.49			50 65000	485	10200
7	52213216	11/30/17 Fuel - Truck #U8632	109.16			40 64000	485	10200
8	52213216	11/30/17 Fuel - Truck #U8632	109.16			50 65000	485	10200
9	52213216	11/30/17 Fuel - Truck #E8668	85.04			20 62000	485	10200
Total for Vendor:			877.73					
3586	16955S	569 BANK OF THE WEST	2,718.64					
#0087-8458								
3	8631	11/22/17 Continental Utility/software	75.00			40 64000	405	10200
4	8631	11/22/17 Continental Utility/software	75.00			50 65000	405	10200
5	8623	11/22/17 Lowes/Saw,pipe tape,elbow	52.75			40 64000	305	10200
6	8623	11/22/17 Lowes/coupling	52.74			50 65000	305	10200
7	8623	11/22/17 Lowes/2017 RAM	467.43			40 64000	500	10200
8	8623	11/22/17 Lowes/2017 RAM	467.42			50 65000	500	10200
9	8623	11/22/17 Lowes/foan,roller	60.77			50 65000	352	10200
10	8623	11/22/17 Lowes/Fitting,ext one	264.42*			50 65000	353	10200
11	8623	11/22/17 Lowes/Step LDR	29.10			40 64000	490	10200
12	8623	11/22/17 Lowes/Step LDR	29.09			50 65000	490	10200
13	8623	11/22/17 Lowes/measure right	245.20			50 65000	490	10200
14	8623	11/22/17 MD Automotive Oil Service	16.23			40 64000	354	10200
15	8623	11/22/17 MD Automotive Oil Service	16.22			50 65000	354	10200
16	8623	11/22/17 MD Automotive Smog 2010 Ford	71.40			20 62000	354	10200
17	8623	11/22/17 MD Automotive Smog 2004 Ford	17.85			40 64000	354	10200
18	8623	11/22/17 MD Automotive Smog 2006 GMC	17.85			50 65000	354	10200
19	8623	11/22/17 Emp/gloves,tape,towelette,bags	691.12			20 62000	450	10200
20	8623	11/22/17 Lowes,Pail,Hex nut,container	34.53			40 64000	500	10200
21	8623	11/22/17 Lowes,Pail,Hex nut,container	34.52			50 65000	500	10200
Total for Vendor:			2,718.64					

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3579	16941S	535 BRENDLER JANITORIAL SERVICE	275.00					
1	1665C	12/01/17 November 2017 Janitorial Ser	45.37			20 62000	305	10200
2	1665C	12/01/17 November 2017 Janitorial Ser	8.25			30 63000	305	10200
3	1665C	12/01/17 November 2017 Janitorial Ser	110.00			40 64000	305	10200
4	1665C	12/01/17 November 2017 Janitorial Ser	110.00			50 65000	305	10200
5	1665C	12/01/17 November 2017 Janitorial Ser	1.38*			60 66000	305	10200
		Total for Vendor:	275.00					
3530	16923S	39 BUCKMAN, GIB	100.00					
		Board Member Stipend November 16, 2017 meeting						
1	Nov 2017	11/16/17 November 2017 Board Mtg Stip	100.00			10 61000	111	10200
3596	16956S	39 BUCKMAN, GIB	100.00					
		Board Member Stipend December 14, 2017 meeting						
1	Dec 14 201	12/14/14 December 2017 Board Mtg St	100.00			10 61000	111	10200
		Total for Vendor:	200.00					
3528	16924S	573 BURT INDUSTRIAL SUPPLY	311.72					
		Ball Vlave, Flange						
1	46891	11/13/17 Tee, Flange, Ball Valve	311.72*			50 65000	353	10200
3606	16957S	573 BURT INDUSTRIAL SUPPLY	38.01					
		Equipment for new service truck 2017 RAM 4500						
1	47627	12/12/17 Chain with	19.01			40 64000	500	10200
2	47627	12/12/17 Grab hooks	19.00			50 65000	500	10200
3607	16957S	573 BURT INDUSTRIAL SUPPLY	404.06					
		Equipment for new service truck 2017 RAM 4500						
1	47810	12/18/17 Fill Rite 12V	202.03			40 64000	500	10200
2	47810	12/18/17 Transfer Pump	202.03			50 65000	500	10200
3608	16957S	573 BURT INDUSTRIAL SUPPLY	25.64					
1	47633	12/12/17 Pipe Tape	25.64*			50 65000	353	10200

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3609	16957S	573 BURT INDUSTRIAL SUPPLY	12.41					
1	47686	12/13/17 Hex Bolt	12.41*			50 65000	353	10200
		Total for Vendor:	791.84					
3627	3851S	416 CALPERS	714.61					
		Annual Unfunded Accrued Liability Actuarial Valuation						
1	15131604	12/01/17 Annual Unfunded Accrued Liab	357.30			40 64000	225	10200
2	15131604	12/01/17 Annual Unfunded Accrued Liab	357.31			50 65000	225	10200
3628	3851S	416 CALPERS	3.89					
		Annual Unfunded Accrued Liability Actuarial Valuation						
1	15131608	12/01/17 Annual Unfunded Accrued Liab	1.94			40 64000	225	10200
2	15131608	12/01/17 Annual Unfunded Accrued Liab	1.95			50 65000	225	10200
		Total for Vendor:	718.50					
3610	16958S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	61.00					
		Acct No. 013014 Contract #6913-02						
1	420761	12/04/17 Maint Contract 12/4 - 01/03/18	30.50			40 64000	320	10200
2	420761	12/04/17 Overage 11/4-12/3/17	30.50			50 65000	320	10200
		Total for Vendor:	61.00					
3595	16949S	67 CHARTER COMMUNICATIONS	296.06					
		Account #8245 10 105 0027311 Spectrum Buiness - Monthly						
		Internet/Voice						
1	7311120117	12/01/17 Internet/Voice	98.69*			20 62000	375	10200
2	7311120117	12/01/17 Internet/Voice	98.69*			40 64000	375	10200
3	7311120117	12/01/17 Internet/Voice	98.68*			50 65000	375	10200
		Total for Vendor:	296.06					

Pacific Premier Bank - General Account
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3532	16925S	473 CHURCHWELL WHITE LLP	13,167.91					
		Professional Services Rendered through October 31, 2017						
1	26434	11/14/17 General Counsel	498.22*			20 62000	327	10200
2	26435	11/14/17 Steinbeck v SLO	5,556.01*			50 65000	332	10200
3	26436	11/14/17 Water	2,979.20*			50 65000	327	10200
4	26437	11/14/17 HR	81.84*			20 62000	327	10200
5	26439	11/14/17 Farrar Termination	79.80*			40 64000	327	10200
6	26439	11/14/17 Farrar Termination	79.80*			50 65000	327	10200
7	26434	11/14/17 General Counsel	90.59			30 63000	327	10200
8	26434	11/14/17 General Counsel	1,207.80*			40 64000	327	10200
9	26434	11/14/17 General Counsel	1,207.80*			50 65000	327	10200
10	26434	11/14/17 General Counsel	15.09*			60 66000	327	10200
11	26437	11/14/17 HR	14.88			30 63000	327	10200
12	26437	11/14/17 HR	198.40*			40 64000	327	10200
13	26437	11/14/17 HR	198.40*			50 65000	327	10200
14	26437	11/14/17 HR	2.48*			60 66000	327	10200
15	26438	11/14/17 HR Investigation	158.00*			20 62000	327	10200
16	26438	11/14/17 HR Investigation	28.73			30 63000	327	10200
17	26438	11/14/17 HR Investigation	383.04*			40 64000	327	10200
18	26438	11/14/17 HR Investigation	383.04*			50 65000	327	10200
19	26438	11/14/17 HR Investigation	4.79*			60 66000	327	10200
		Total for Vendor:	13,167.91					
3549	16926S	584 CORE & MAIN LP	1,137.79					
		Acct#210091						
1	I083062	11/10/17 4 BL09 Meter	1,137.79			50 65000	525	10200
3550	16926S	584 CORE & MAIN LP	1,041.77					
		Acct#210091						
1	I083057	11/09/17 6 5/8x3/4 Meter	1,041.77			50 65000	525	10200
3551	16926S	584 CORE & MAIN LP	208.36					
		Acct#210091						
		replacement meter, short pay inv I083057 broken meter on invoice						
1	I114706	11/09/17	208.36			50 65000	525	10200

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3560	16942S	584 CORE & MAIN LP	724.26					
Acct#210091								
1	I127418	11/17/17 1-1/2 MTR/ 3/4 MTR	724.26			50 65000	525	10200
3561	16942S	584 CORE & MAIN LP	1,819.02					
Acct#210091								
1	I076646	11/17/17 4 BL09 MTR~6 5/8x3/4 MTR	1,819.02			50 65000	525	10200
3563	16942S	584 CORE & MAIN LP	568.90					
Acct#210091								
1	I135483	11/17/17 2~ 1 BL09 MTR	568.90			50 65000	525	10200
Total for Vendor:			5,500.10					
3556	16947S	429 COUNTY OF SAN LUIS OBISPO - EH	359.00					
ACCT# AR0023547								
1	IN0111227	11/13/17 Hazmat Disclouser/Well 4	359.00			50 65000	715	10200
3557	16947S	429 COUNTY OF SAN LUIS OBISPO - EH	359.00					
ACCT# AR0023548								
1	IN0111228	11/13/17 Hazmat Disclouser/Well 3	359.00			50 65000	715	10200
3558	16947S	429 COUNTY OF SAN LUIS OBISPO - EH	359.00					
ACCT# AR0023550								
1	IN0111229	11/13/17 Hazmat Disclouser/SLT Well	359.00			50 65000	715	10200
3559	16947S	429 COUNTY OF SAN LUIS OBISPO - EH	359.00					
ACCT# AR0023326								
1	IN0111216	11/13/17 Hazmat Disclouser/Machado	359.00			50 65000	715	10200
3611	16959S	429 COUNTY OF SAN LUIS OBISPO - EH	126.20					
ACCT# AR0011381								
1	IN0114084	12/06/17 Cross Connection -Admin Cos	126.20			50 65000	362	10200
Total for Vendor:			1,562.20					

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3529	16981S	85 CSDA	4,802.00					
Member ID: 6172 RMS-Regular Member 2018								
1	#6172	11/06/16 2018 Membership dues	792.33*			20 62000	385	10200
2	#6172	11/06/16 2018 Membership dues	144.06*			30 63000	385	10200
3	#6172	11/06/16 2018 Membership dues	1,920.80*			40 64000	385	10200
4	#6172	11/06/16 2018 Membership dues	1,920.80			50 65000	385	10200
5	#6172	11/06/17 2018 Membership dues	24.01*			60 66000	385	10200
Total for Vendor:			4,802.00					
3576	16960S	999999 DAVE & PAULINE MCBIRNEY	750.00					
Will Serve refund 1010 L Street APN#021-302-008 McBirney								
1	1010 L Str	12/06/17 Will Serve refund	375.00*			40 64000	805	10200
2	1010 L Str	12/06/17 Will Serve refund	375.00*			50 65000	805	10200
Total for Vendor:			750.00					
3546	16927S	581 DAVID TRACEY CONTRACT SVS	250.00					
SVS Date 10/14/17 - 10/15/17								
1	2017-5	11/01/17 Contract SVS	125.00			40 64000	330	10200
2	2017-5	11/01/17 Contract SVS	125.00			50 65000	330	10200
Total for Vendor:			250.00					
3554	16928S	109 FERGUSON ENTERPRISES	220.20					
Acct #725334								
1	5400636	11/17/17 CNCRT Lid/Meter Box	220.20*			50 65000	353	10200
3604	16961S	109 FERGUSON ENTERPRISES	2,037.75					
Acct #725334								
1	5484064	12/08/17 20 Customer Valves	2,037.75			50 41010	525	10200
3614	16961S	109 FERGUSON ENTERPRISES	230.59					
Acct #725334								
1	5483980	12/07/17 FLG set, RNG gskt	230.59*			50 65000	353	10200

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3615	16961S	109 FERGUSON ENTERPRISES	128.70					
	Acct #725334							
1	5484106	12/07/17 Meter Bush	128.70*			50 65000	353	10200
3616	16982S	109 FERGUSON ENTERPRISES	575.95					
	Acct #725334							
1	5484037	12/07/17 Qunatum Coup, DBL Band Bars	575.95*			50 65000	353	10200
		Total for Vendor:	3,193.19					
3533	16929S	112 FGL - ENVIRONMENTAL ANALYTICAL	81.00					
	Acct #8000654							
1	784108A	11/16/17 Metals/QT Samples	81.00			40 64000	355	10200
3534	16929S	112 FGL - ENVIRONMENTAL ANALYTICAL	70.00					
	Acct #8000654							
1	784107A	11/16/17 Metals/QT Samples	70.00			40 64000	355	10200
3535	16929S	112 FGL - ENVIRONMENTAL ANALYTICAL	830.00					
	Acct #8000654							
1	784106A	11/14/17 Wet Chemistry	830.00			40 64000	355	10200
3536	16929S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct #8000653							
1	784000A	11/16/17 Metals	67.00			50 65000	358	10200
3537	16929S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
	Acct #8000653							
1	784111A	11/07/17 Coliform-Colilert	135.00			50 65000	359	10200
2	784111A	11/07/17 Wet Chemistry-Color	45.00			50 65000	356	10200
3	784111A	11/07/17 Odor, Turbidity	45.00			50 65000	357	10200
3538	16929S	112 FGL - ENVIRONMENTAL ANALYTICAL	105.00					
	Acct #8000653							
1	784352A	11/14/17 Coliform-Colilert	105.00			50 65000	359	10200

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3565	16954S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Account #8000653							
1	784200A	11/20/17 Metals	67.00			50 65000	358	10200
3566	16962S	112 FGL - ENVIRONMENTAL ANALYTICAL	294.00					
	Account #8000653							
1	784364A	11/29/17 Metals	294.00			50 65000	359	10200
3567	16962S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Account #8000653							
1	784353A	11/29/17 Metals	67.00			50 65000	358	10200
3568	16962S	112 FGL - ENVIRONMENTAL ANALYTICAL	315.00					
	Account #8000653							
1	784351A	11/29/17 Coliform-Quanti Tray 100	105.00			50 65000	356	10200
2	784351A	11/29/17 Heterotrophic	105.00			50 65000	357	10200
3	784351A	11/29/17 Wet Chemistry NO3	105.00			50 65000	358	10200
3569	16962S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Account #8000653							
1	784438A	11/29/17 Metals	67.00			50 65000	358	10200
3570	16962S	112 FGL - ENVIRONMENTAL ANALYTICAL	126.00					
	Account #8000653							
1	784438A	11/29/17 Metals	126.00			50 65000	359	10200
3571	16953S	112 FGL - ENVIRONMENTAL ANALYTICAL	830.00					
	Account #8000654							
1	784201A	11/16/17 Wet Chemistry~aerator proj	830.00			40 64000	355	10200
3572	16962S	112 FGL - ENVIRONMENTAL ANALYTICAL	191.00					
	Account #8000654							
1	784109A	11/29/17 Metals~Wet Chemistry	191.00			40 64000	355	10200

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3580	16962S	112 FGL - ENVIRONMENTAL ANALYTICAL	56.00					
Account #8000653								
1	784355A	11/30/17 Metals	56.00			50 65000	359	10200
3592	16950S	112 FGL - ENVIRONMENTAL ANALYTICAL	106.00					
Account #8000653								
1	784110A	11/16/17 Metals	106.00			50 65000	358	10200
3626	16983S	112 FGL - ENVIRONMENTAL ANALYTICAL	126.00					
Account #8000653								
1	784439A	11/29/17 Metals	126.00			50 65000	359	10200
Total for Vendor:			3,623.00					
3573	16944S	308 FRONTIER COMMUNICATIONS	53.83					
Acct #805-467-2818-010412-5								
Phone 805-467-2818								
1		11/22/17 SCADA	26.92			40 64000	310	10200
2		11/22/17 SCADA	26.91			50 65000	310	10200
3617	16963S	308 FRONTIER COMMUNICATIONS	72.90					
Acct #805-467-2015-051216-5								
Phone 805-467-2015								
1		12/01/17 Backup for Alarm	36.45			40 64000	310	10200
2		12/01/17 Backup for Alarm	36.45			50 65000	310	10200
Total for Vendor:			126.73					
3553	16930S	125 GREAT WESTERN ALARM	72.00					
Acct #A0702								
Service Period: 12/01/17 to 12/31/17								
1	171102242	12/01/17 Answering Service	36.00			40 64000	380	10200
2	171102242	12/01/17 Answering Service	36.00			50 65000	380	10200
3574	16945S	125 GREAT WESTERN ALARM	30.00					
Acct GW-661								
Service Period: 12/01/17 to 12/30/17								
1	1711005451	12/01/17 Alarm Monitoring	15.00			40 64000	380	10200

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2	1711005451	12/01/17 Alarm Monitoring	15.00			50 65000	380	10200
		Total for Vendor:	102.00					
3539	16931S	126 GREEN, JOHN	100.00					
		Board Member Stipend - November 16, 2017 meeting						
1	Nov2017 11/16/17	November 16 2017 Board Mtg St	100.00			10 61000	111	10200
3597	16964S	126 GREEN, JOHN	100.00					
		Board Member Stipend - December 14, 2017 meeting						
1	Dec 14 201 12/14/17	December 14 2017 Board Mtg	100.00			10 61000	111	10200
		Total for Vendor:	200.00					
3540	16932S	406 KALVANS, ANTHONY	100.00					
		Board Member Stipen November 16, 2017						
1	NOV2017 11/16/17	November Board Mtg Stipen	100.00			10 61000	111	10200
3598	16965S	406 KALVANS, ANTHONY	100.00					
		Board Member Stipen December 14, 2017						
1	Dec 14 201 12/14/17	December Board Stipend	100.00			10 61000	111	10200
		Total for Vendor:	200.00					
3541	16933S	474 L.N. CURTIS & SONS	97.88					
1	INV139456 11/08/17	Camelbak Hydrolink Tuberpl	97.88			20 62000	455	10200
3564	16943S	474 L.N. CURTIS & SONS	84.32					
1	INV142334 11/21/17	Removable Patch	84.32			20 62000	455	10200
3612	16966S	474 L.N. CURTIS & SONS	124.93					
1	INV143849 11/29/17	Basket Strainer	124.93			20 62000	420	10200
3613	16966S	474 L.N. CURTIS & SONS	1,432.14					
1	INV44312 11/30/17	Fire Helmet,Goggles,gloves	1,432.14			20 62000	455	10200
		Total for Vendor:	1,739.27					

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3575	16967S	586 LEHR	1,045.04					
Truck #8634 Ram 4500								
1	01 141470	11/22/17 LED Flasher	522.52			40 64000	354	10200
2	01 141470	11/22/17 LED Flasher	522.52			50 65000	354	10200
3618	16967S	586 LEHR	762.01					
Ram 4500								
1	01 141707	12/01/17 Tam 8 X Tir3	652.96			40 64000	500	10200
2	01 141707	12/01/17 35'Cable OPT	109.05			50 65000	500	10200
3619	16967S	586 LEHR	1,936.49					
Ford F150								
1	01 141716	12/04/17 Face Plate, Justice 56"	1,936.49			20 62000	354	10200
3620	16967S	586 LEHR	11.25					
Freight only on return F150								
1	01 141909	12/08/17 Freight	11.25			20 62000	500	10200
Total for Vendor:			3,754.79					
3552	16934S	510 LOCAL IT EXPERTS	980.00					
SMCSD Computer & Network Services								
1	12208	11/25/17 Remote IT Services -Nov 17	326.67*			20 62000	350	10200
2	12208	11/25/17 Remote IT Services -Dec 17	326.67*			40 64000	350	10200
3	12208	11/25/17 Remote IT Services -Dec 17	326.66*			50 65000	350	10200
3594	16951S	510 LOCAL IT EXPERTS	4,516.75					
SMCSD Computer Services,Hardware issues, Darrells personal laptop, onsite lap top training, Time clock Plus.								
1	101 12/13/17	2017 Project Work	745.26*			20 62000	350	10200
2	101 12/13/17		135.50*			30 63000	350	10200
3	101 12/13/17		1,806.70*			40 64000	350	10200
4	101 12/13/17		1,806.70*			50 65000	350	10200
5	101 12/13/17		22.59*			60 66000	350	10200
Total for Vendor:			5,496.75					

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3621	16968S 999999	MCELWAIN REAL ESTATE APPRAISAL	600.00					
Al Land Appraisal/Vacant land Closed session Item V-3 12-14-17								
1	17-1203San	12/08/17 Land Appraisal	600.00			40 64000	305	10200
Total for Vendor:			600.00					
3623	16969S 553	MOSS, LEVY & HARTZHEIM LLP	1,750.00					
1	12739 11/30/17	Audit Services	288.75*			20 62000	325	10200
2	12739 11/30/17	Audit Services	52.50			30 63000	325	10200
3	12739 11/30/17	Audit Services	700.00*			40 64000	325	10200
4	12739 11/30/17	Audit Services	700.00*			50 65000	325	10200
5	12739 11/30/17	Audit Services	8.75*			60 66000	325	10200
Total for Vendor:			1,750.00					
3542	16935S 547	PARENT, JOSEPH	100.00					
Board Member Stipen November 16, 2017								
1	Nov2017 11/16/17	November Board Mtg Stipen	100.00			10 61000	111	10200
3600	16970S 547	PARENT, JOSEPH	100.00					
Board Member Stipend for December 14, 2017								
1	December 1 12/14/17	December 2017 Board Mtg St	100.00			10 61000	111	10200
4								
Total for Vendor:			200.00					
3543	16936S 208	PG&E	1,154.00					
Acct #8565976480-8								
1	11/15/17	12th & K Street - 8565976725	11.09			30 63000	381	10200
St								
2	11/15/17	Tract 2605 - 8565976109	45.16			30 63000	381	10200
3	11/15/17	Mission Heights - 8565976482	210.79			30 63000	381	10200
4	11/15/17	9898 River Rd. - 8565976002	411.53			30 63000	381	10200
5	11/15/17	9898 River Rd. - 8565976004	55.46			30 63000	381	10200
6	11/15/17	9898 River Rd. - 8565976008	255.71			30 63000	381	10200
7	11/15/17	9898 River Rd. - 8565976014	85.23			30 63000	381	10200
8	11/15/17	9898 River Rd. - 8565976481	54.69			30 63000	381	10200
9	11/15/17	9898 River Rd. - 8565976483	24.34			30 63000	381	10200
Total for Vendor:			1,154.00					

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3544	16937S	209 PG&E	8,536.82					
Acct #3675186851-8								
1	11/15/17	Old Fire Station / 1297 L St	19.46*			20 62000	381	10200
2	11/15/17	Water Works #1 / Well 3	1,511.55			50 65000	381	10200
3	11/15/17	Bonita Pl & 16th / Well 4	1,286.97			50 65000	381	10200
4	11/15/17	N St / WWTP	5,323.34			40 64000	381	10200
5	11/15/17	14th St. & K St.	36.98			50 65000	381	10200
6	11/15/17	Landscape/Streetlights	252.25			30 63000	381	10200
7	11/15/17	SLT Well Drink Water	77.35			50 65000	381	10200
8	11/15/17	Mission Heights Booster	9.53			50 65000	381	10200
9	11/15/17	2HP Booster Station	9.53			50 65000	381	10200
10	11/15/17	New Fire Station 1150 Mission	9.86*			20 62000	381	10200
Total for Vendor:			8,536.82					
3590	16971S	221 RENTAL DEPOT	475.39					
Customer #6695								
1	239141-2	12/08/17 Combo Daimond Blade	237.70			40 64000	353	10200
2	239141-2	12/08/17 Iron Diamond Blade	237.69*			50 65000	353	10200
3591	16971S	221 RENTAL DEPOT	140.06					
Customer #6695								
1	238993-2	12/06/17 Blade 14" Ashpalt	70.03			40 64000	353	10200
2	238993-2	12/06/17 Blade 14" Ashpalt	70.03*			50 65000	353	10200
Total for Vendor:			615.45					
3588	16972S	238 SAN MIGUEL GARBAGE	103.98					
Monthly Service December 2017								
Acct #318691								
1	11/01/17	WWTP Monthly Trash Disposal	51.99			40 64000	383	10200
2	11/01/17	WWTP Monthly Trash Disposal	51.99			50 65000	383	10200
Total for Vendor:			103.98					
3582	16973S	269 STAPLES & ASSOCIATES	1,136.23					
Installation at 1765 Bonita								
1	EW-5500	12/04/17 Wastewater treatment plant	1,136.23			40 64000	582	10200
Total for Vendor:			1,136.23					

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3545	16938S	352 STAPLES CREDIT PLAN	179.69					
		Office Supplies						
1	11/09/17	Post it, Redi Tags	24.91			50 65000	431	10200
2	11/09/17	Plunger	31.02			20 62000	305	10200
3	11/09/17	Paper	13.59			40 64000	320	10200
4	11/09/17	Paper	13.58			50 65000	320	10200
5	11/09/17	Business Cards	3.88*			20 62000	410	10200
6	11/09/17	Calendar	9.97			10 61000	410	10200
7	11/09/17	Pens	6.58*			20 62000	410	10200
8	11/09/17	Pens	6.58*			40 64000	410	10200
9	11/09/17	Pens	6.58*			50 65000	410	10200
10	11/09/17	HDMI Cable	6.21*			10 61000	475	10200
11	11/09/17	Frames	13.76*			40 64000	410	10200
12	11/09/17	Safety Data Sheets	12.76*			50 65000	410	10200
13	11/09/17	View Bind	7.76			10 61000	410	10200
14	11/09/17	Wall unit pocket	22.51			10 61000	410	10200
3602	16974S	352 STAPLES CREDIT PLAN	114.17					
		Office Supplies						
		Acct #6035 5178 6257 8738						
1	12/10/17	Copy Paper	15.19*			20 62000	410	10200
2	12/10/17	Hand sanitizer	49.49*			40 64000	410	10200
3	12/10/17	Calendars 2018	49.49*			50 65000	410	10200
		Total for Vendor:	293.86					
3584	16946S	460 STATE WATER RESOURCES CONTROL	110.00					
1	Renew 2018 12/15/17	Grade II WW Treat Cert Dod	110.00			40 64000	715	10200
		Total for Vendor:	110.00					
3587	16975S	534 STREAMLINE	200.00					
		Web Page Monthly December						
1	96375 12/10/17	Web Page Monthly Fee	200.00			10 61000	376	10200
		Total for Vendor:	200.00					

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3581	16976S	378 SWIFT TECTONICS, INC. Paving in K Street alley between 15th & 16th	2,260.00					
1	5164	11/30/17 Backhoe, Roller, Labor, Truck	2,260.00*			50 65000	353	10200
		Total for Vendor:	2,260.00					
3624	16977S	275 SWRCB ACCOUNTING OFFICE San Miguel Community Waste Water Collection System System Number: 4010010	2,088.00					
		Billing Period: 7/01/17 - 6/30/18						
1	WD-0130552	12/05/17 Wast Water Collection Syst	2,088.00			40 64000	705	10200
3625	16977S	275 SWRCB ACCOUNTING OFFICE San Miguel Community WWTP System Number: 4010010	14,929.00					
		Billing Period: 7/01/17 - 6/30/18						
1	WD-0130367	12/05/17 Community WWTP	14,929.00			40 64000	705	10200
		Total for Vendor:	17,017.00					
3603	16978S	289 TOTALFUNDS BY HASLER Acct#7900 0110 0130 2978	500.00					
3		12/10/17 Postage	250.00			40 64000	315	10200
4		12/10/17 Postage	250.00			50 65000	315	10200
		Total for Vendor:	500.00					
3577	16952S	301 US BANK Acct #4246044555652647	4,374.85					
1		11/22/17 76 Golden Hill/fuel	66.57			20 62000	485	10200
2		11/22/17 Sea Shells Truck Accessor GMC	1,825.94			20 62000	500	10200
3		11/22/17 Lowes 2017 Ram	300.10			40 64000	500	10200
4		11/22/17 Lowes 2017 Ram	300.09			50 65000	500	10200
5		11/22/17 Steve Schmidt top soil	198.41			20 62000	305	10200
6		11/22/17 Trophy Huners	58.19			10 61000	305	10200
7		11/22/17 Office of Water Programs/Dodds	121.55			50 65000	386	10200
8		11/22/17 McCrometer/Well 4	1,071.48			50 65000	352	10200
9		11/22/17 Lowes/2017 Ram~Herculiner	51.15			40 64000	500	10200
10		11/22/17 Lowes/2017 Ram~Kit	51.15			50 65000	500	10200

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11	11/22/17	Amazon/OEM Tools 2017 Ram	135.09			40 64000	500	10200
12	11/22/17	Amazon/OEM Tools 2017 Ram	135.08			50 65000	500	10200
13	11/22/17	Smart & Final paper plates,cup	33.14			20 62000	305	10200
14	11/22/17	Walmart Flash Drive	26.91			20 62000	305	10200
Total for Vendor:			4,374.85					
3605	16979S	327 VALLI INFORMATION SYSTEMS	91.01					
Web Posting								
1	44734	12/08/17 Web Posting, Online Maint.	45.50			40 64000	305	10200
2	44734	12/08/17 Web Posting, Online Maint.	45.51			50 65000	305	10200
Total for Vendor:			91.01					
3548	16940S	511 VERIZON	85.16					
Acct #542095345-00001 805-423-7591								
1	9795899617	10/09/17 Laptop 805-423-7591	42.58			40 64000	310	10200
2	9795899617	10/09/17 Laptop 805-423-7591	42.58			50 65000	310	10200
3601	16980S	511 VERIZON	40.08					
Acct #542095345-00001 805-423-7591								
1	9797686951	12/18/17 Laptop 805-423-7591	20.04			40 64000	310	10200
2	9797686951	12/18/17 Laptop 805-423-7591	20.04			50 65000	310	10200
Total for Vendor:			125.24					
# of Claims			91					
Total:			89,475.15					

Fund/Account	Amount
10 ADMINISTRATION DEPARTMENT	
10200 Operating Cash - Premier	\$1,104.64
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$10,176.05
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$1,880.76
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$37,613.24
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$38,621.37
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$79.09
Total:	\$89,475.15

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
10 ADMINISTRATION DEPARTMENT						
46000	Revenues & Interest					
46020	Transfer In -Fire (16.5%)	0.00	0.00	37,499.00	37,499.00	0 %
46030	Transfer In -Lighting (3%)	0.00	0.00	6,818.00	6,818.00	0 %
46040	Transfer In -Sewer (40%)	0.00	0.00	90,907.00	90,907.00	0 %
46050	Transfer In -Water (40%)	0.00	0.00	90,907.00	90,907.00	0 %
46060	Transfer In- Solid Waste (0.5%)	0.00	0.00	1,136.00	1,136.00	0 %
46150	Miscellaneous Income	0.00	15.00	0.00	-15.00	** %
46151	Refund/Adjustments	0.00	486.20	0.00	-486.20	** %
	Account Group Total:	0.00	501.20	227,267.00	226,765.80	0 %
	Fund Total:	0.00	501.20	227,267.00	226,765.80	0 %
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	0.00	0.00	1,100.00	1,100.00	0 %
40300	Fireworks Permit Fees	0.00	0.00	800.00	800.00	0 %
40320	Fire Impact Fees	0.00	9,296.92	0.00	-9,296.92	** %
40420	Ambulance Reimbursement	1,153.08	2,278.03	4,400.00	2,121.97	52 %
40500	VFA Assistance Grant	0.00	0.00	18,000.00	18,000.00	0 %
	Account Group Total:	1,153.08	11,574.95	24,300.00	12,725.05	48 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	38,515.09	85,426.38	337,351.00	251,924.62	25 %
	Account Group Total:	38,515.09	85,426.38	337,351.00	251,924.62	25 %
44000	Forestry & Fire Protection Reimbursement					
44000	Forestry & Fire Protection Reimbursement	0.00	4,396.92	10,000.00	5,603.08	44 %
	Account Group Total:	0.00	4,396.92	10,000.00	5,603.08	44 %
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	0.00	300.00	300.00	0 %
46010	Transfer In	0.00	0.00	233,021.00	233,021.00	0 %
46150	Miscellaneous Income	0.00	530.00	0.00	-530.00	** %
46151	Refund/Adjustments	20.18	125.25	1,000.00	874.75	13 %
46155	Will Serve Processing Fees	0.00	0.00	100.00	100.00	0 %
46175	Sale of Surplus Property	0.00	229.37	0.00	-229.37	** %
	Account Group Total:	20.18	884.62	234,421.00	233,536.38	0 %
	Fund Total:	39,688.35	102,282.87	606,072.00	503,789.13	17 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	10,980.23	24,204.24	93,488.00	69,283.76	26 %
	Account Group Total:	10,980.23	24,204.24	93,488.00	69,283.76	26 %
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	0.00	50.00	50.00	0 %
46010	Transfer In	0.00	0.00	8,525.00	8,525.00	0 %
46150	Miscellaneous Income	100.00	300.00	0.00	-300.00	** %
46151	Refund/Adjustments	4.28	7.48	200.00	192.52	4 %
	Account Group Total:	104.28	307.48	8,775.00	8,467.52	4 %
	Fund Total:	11,084.51	24,511.72	102,263.00	77,751.28	24 %
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	58,324.00	124,980.00	0.00	-124,980.00	** %
40900	Wastewater Sales	30,007.26	178,773.35	356,000.00	177,226.65	50 %
40910	Wastewater Late Charges	584.02	3,372.16	5,500.00	2,127.84	61 %
	Account Group Total:	88,915.28	307,125.51	361,500.00	54,374.49	85 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	5,864.64	13,052.15	51,302.00	38,249.85	25 %
	Account Group Total:	5,864.64	13,052.15	51,302.00	38,249.85	25 %
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	0.00	700.00	700.00	0 %
46010	Transfer In	0.00	0.00	101,116.00	101,116.00	0 %
46150	Miscellaneous Income	0.00	0.00	45,000.00	45,000.00	0 %
46151	Refund/Adjustments	48.92	569.95	1,000.00	430.05	57 %
46180	Public Records Requests	0.00	0.00	10.00	10.00	0 %
	Account Group Total:	48.92	569.95	147,826.00	147,256.05	0 %
	Fund Total:	94,828.84	320,747.61	560,628.00	239,880.39	57 %
50 WATER DEPARTMENT						
40000						
40440	CDBG Grant	0.00	0.00	150,000.00	150,000.00	0 %
	Account Group Total:	0.00	0.00	150,000.00	150,000.00	0 %
41000	Water Sales					
41000	Water Sales	29,922.03	223,999.48	352,000.00	128,000.52	64 %
41001	Water Connection Fees	0.00	47,450.00	0.00	-47,450.00	** %
41005	Water Late Charges	5,812.58	29,262.62	18,000.00	-11,262.62	163 %
41010	Water Meter Fees	662.25	2,627.80	12,250.00	9,622.20	21 %
	Account Group Total:	36,396.86	303,339.90	382,250.00	78,910.10	79 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
50 WATER DEPARTMENT						
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	0.00	700.00	700.00	0 %
46010	Transfer In	0.00	0.00	159,701.00	159,701.00	0 %
46150	Miscellaneous Income	0.00	102.13	0.00	-102.13	** %
46151	Refund/Adjustments	48.92	569.95	1,000.00	430.05	57 %
46155	Will Serve Processing Fees	0.00	0.00	250.00	250.00	0 %
	Account Group Total:	48.92	672.08	161,651.00	160,978.92	0 %
	Fund Total:	36,445.78	304,011.98	693,901.00	389,889.02	44 %
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46005	Franchise Fees	2,700.66	17,403.23	32,323.00	14,919.77	54 %
	Account Group Total:	2,700.66	17,403.23	32,323.00	14,919.77	54 %
	Fund Total:	2,700.66	17,403.23	32,323.00	14,919.77	54 %
	Grand Total:	184,748.14	769,458.61	2,222,454.00	1,452,995.39	35 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 ADMINISTRATION DEPARTMENT							
61000 Administration							
61000	Administration						
	111 BOD Stipend	800.00	2,800.00	6,000.00	6,000.00	3,200.00	47 %
	120 Workers' Compensation	0.00	1,123.28	0.00	0.00	-1,123.28	*** %
	130 Payroll Tax - Fed W/H	0.00	19,256.05	0.00	0.00	-19,256.05	*** %
	305 Operations and maintenance	58.19	1,794.47	3,300.00	3,300.00	1,505.53	54 %
	310 Phone and fax expense	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	315 Postage, shipping and freight	0.00	0.00	50.00	50.00	50.00	0 %
	320 Printing and reproduction	0.00	467.96	500.00	500.00	32.04	94 %
	325 Professional svcs - Accounting	0.00	8,522.50	21,000.00	21,000.00	12,477.50	41 %
	327 Professional svcs - Legal (General)	0.00	87,741.23	150,000.00	150,000.00	62,258.77	58 %
	328 Insurance - prop and liability	0.00	18,644.93	3,000.00	3,000.00	-15,644.93	621 %
	330 Contract labor	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
	332 Professional Services - Legal	0.00	-51,501.62	0.00	0.00	51,501.62	*** %
	335 Meals - Reimbursement	0.00	139.38	500.00	500.00	360.62	28 %
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	0.00	500.00	500.00	500.00	0 %
	350 Repairs and maint - computers	0.00	1,960.00	500.00	500.00	-1,460.00	392 %
	351 Repairs and maint - equip	0.00	0.00	500.00	500.00	500.00	0 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	375 Internet expenses	0.00	1,680.00	3,917.00	3,917.00	2,237.00	43 %
	376 Webpage- Upgrade/Maint	200.00	800.00	2,400.00	2,400.00	1,600.00	33 %
	385 Dues and subscriptions	0.00	0.00	500.00	500.00	500.00	0 %
	386 Education and training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	393 Advertising and public notices	0.00	197.80	500.00	500.00	302.20	40 %
	394 LAFCO Allocations	0.00	6,100.97	6,100.00	6,100.00	-0.97	100 %
	410 Office Supplies	40.24	553.28	4,000.00	4,000.00	3,446.72	14 %
	415 Office Equipment	0.00	145.67	0.00	0.00	-145.67	*** %
	465 Cell phones, radios and pagers	0.00	105.00	500.00	500.00	395.00	21 %
	475 Computer supplies and upgrades	6.21	6.21	0.00	0.00	-6.21	*** %
	Account Total:	1,104.64	100,537.11	227,267.00	227,267.00	126,729.89	44 %
	Account Group Total:	1,104.64	100,537.11	227,267.00	227,267.00	126,729.89	44 %
	Fund Total:	1,104.64	100,537.11	227,267.00	227,267.00	126,729.89	44 %
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000	Fire						
	105 Salaries and Wages	5,287.38	31,547.48	66,000.00	66,000.00	34,452.52	48 %
	120 Workers' Compensation	0.00	5,958.02	7,700.00	7,700.00	1,741.98	77 %
	121 Physicals	0.00	0.00	2,600.00	2,600.00	2,600.00	0 %
	125 Volunteer firefighter stipends	1,760.35	14,153.54	34,000.00	34,000.00	19,846.46	42 %
	126 Strike Team Pay - VFF	54,878.72	90,342.85	5,000.00	5,000.00	-85,342.85	*** %
	130 Payroll Tax - Fed W/H	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	135 Payroll Tax - FICA	3,511.62	6,478.78	3,910.00	3,910.00	-2,568.78	166 %
	140 Payroll Tax - Medicare	899.76	1,978.05	1,845.00	1,845.00	-133.05	107 %
	155 Payroll Tax - SUI	832.87	2,326.66	3,500.00	3,500.00	1,173.34	66 %
	160 Payroll Tax - ETT	62.10	135.89	200.00	200.00	64.11	68 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
165	Payroll Tax - FUTA	1,388.12	3,939.06	5,000.00	5,000.00	1,060.94	79 %
205	Insurance - Health	78.40	266.66	0.00	0.00	-266.66	*** %
210	Insurance - Dental	22.28	238.23	0.00	0.00	-238.23	*** %
215	Insurance - Vision	3.48	37.11	0.00	0.00	-37.11	*** %
225	Retirement - PERS expense	113.11	655.48	0.00	0.00	-655.48	*** %
305	Operations and maintenance	334.85	2,454.62	4,000.00	4,000.00	1,545.38	61 %
315	Postage, shipping and freight	0.00	0.00	500.00	500.00	500.00	0 %
320	Printing and reproduction	0.00	0.00	350.00	350.00	350.00	0 %
325	Professional svcs - Accounting	288.75	2,060.61	0.00	0.00	-2,060.61	*** %
327	Professional svcs - Legal (General)	738.06	1,508.06	0.00	0.00	-1,508.06	*** %
328	Insurance - prop and liability	0.00	5,193.10	8,000.00	8,000.00	2,806.90	65 %
331	Professional Services - Legal	0.00	421.50	0.00	0.00	-421.50	*** %
335	Meals - Reimbursement	0.00	119.41	525.00	525.00	405.59	23 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	51.94	670.00	670.00	618.06	8 %
350	Repairs and maint - computers	1,071.93	1,071.93	0.00	0.00	-1,071.93	*** %
351	Repairs and maint - equip	0.00	1,662.56	7,000.00	7,000.00	5,337.44	24 %
352	Repairs and maint - structures	0.00	368.64	1,000.00	1,000.00	631.36	37 %
354	Repairs and maint - vehicles	2,007.89	6,600.32	9,500.00	9,500.00	2,899.68	69 %
370	Dispatch services (Fire)	0.00	7,543.80	7,543.00	7,543.00	-0.80	100 %
375	Internet expenses	98.69	98.69	0.00	0.00	-98.69	*** %
380	Utilities - alarm service	0.00	0.00	180.00	180.00	180.00	0 %
381	Utilities - electric	29.32	3,312.58	950.00	950.00	-2,362.58	349 %
382	Utilities - propane	0.00	218.73	300.00	300.00	81.27	73 %
385	Dues and subscriptions	792.33	2,239.11	2,500.00	2,500.00	260.89	90 %
386	Education and training	0.00	588.33	6,500.00	6,500.00	5,911.67	9 %
387	Education and training: Training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
393	Advertising and public notices	0.00	0.00	200.00	200.00	200.00	0 %
395	Community Outreach	0.00	836.15	3,000.00	3,000.00	2,163.85	28 %
405	Software	0.00	971.52	1,000.00	1,000.00	28.48	97 %
410	Office Supplies	25.65	63.71	0.00	0.00	-63.71	*** %
420	Equipt. & Supplies	124.93	124.93	1,500.00	1,500.00	1,375.07	8 %
450	EMS supplies	691.12	1,326.92	3,000.00	3,000.00	1,673.08	44 %
455	Fire Safety Gear & Equipment	1,614.34	4,090.55	10,000.00	10,000.00	5,909.45	41 %
456	VFF Assistance Grant	0.00	0.00	36,000.00	36,000.00	36,000.00	0 %
465	Cell phones, radios and pagers	0.00	0.00	500.00	500.00	500.00	0 %
470	Communication equipment	0.00	5,651.41	4,500.00	4,500.00	-1,151.41	126 %
475	Computer supplies and upgrades	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
485	Fuel expense	521.00	2,106.32	6,765.00	6,765.00	4,658.68	31 %
490	Small tools and equipment	0.00	1,384.43	2,000.00	2,000.00	615.57	69 %
495	Uniform expense	0.00	1,076.03	3,450.00	3,450.00	2,373.97	31 %
500	Capital Outlay	1,837.19	58,403.62	224,988.00	224,988.00	166,584.38	26 %
503	Weed Abatement Costs	0.00	197.80	3,200.00	3,200.00	3,002.20	6 %
505	Fire Training Grounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510	Fire station addition	0.00	9,341.61	19,766.00	19,766.00	10,424.39	47 %
710	County hazmat dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715	Licenses, permits and fees	0.00	258.25	700.00	700.00	441.75	37 %
905		0.00	0.00	37,499.00	37,499.00	37,499.00	0 %
960	Property tax expense	0.00	199.86	250.00	250.00	50.14	80 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
	Account Total:	79,014.24	281,604.85	555,341.00	555,341.00	273,736.15	51 %
	Account Group Total:	79,014.24	281,604.85	555,341.00	555,341.00	273,736.15	51 %
	Fund Total:	79,014.24	281,604.85	555,341.00	555,341.00	273,736.15	51 %
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
	105 Salaries and Wages	505.51	3,227.95	15,000.00	15,000.00	11,772.05	22 %
	120 Workers' Compensation	0.00	0.00	465.00	465.00	465.00	0 %
	130 Payroll Tax - Fed W/H	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	500.00	500.00	500.00	0 %
	140 Payroll Tax - Medicare	7.80	46.56	100.00	100.00	53.44	47 %
	155 Payroll Tax - SUI	0.70	23.77	100.00	100.00	76.23	24 %
	160 Payroll Tax - ETT	0.53	3.25	100.00	100.00	96.75	3 %
	165 Payroll Tax - FUTA	1.18	39.64	150.00	150.00	110.36	26 %
	205 Insurance - Health	28.28	123.41	720.00	720.00	596.59	17 %
	210 Insurance - Dental	4.83	25.05	36.00	36.00	10.95	70 %
	215 Insurance - Vision	0.71	3.73	15.00	15.00	11.27	25 %
	225 Retirement - PERS expense	29.42	191.63	793.00	793.00	601.37	24 %
	305 Operations and maintenance	8.25	23.71	3,900.00	3,900.00	3,876.29	1 %
	320 Printing and reproduction	0.00	0.00	100.00	100.00	100.00	0 %
	325 Professional svcs - Accounting	52.50	412.16	750.00	750.00	337.84	55 %
	327 Professional svcs - Legal (General)	134.20	134.20	6,000.00	6,000.00	5,865.80	2 %
	328 Insurance - prop and liability	0.00	0.00	500.00	500.00	500.00	0 %
	331 Professional Services - Legal	0.00	89.42	1,000.00	1,000.00	910.58	9 %
	335 Meals - Reimbursement	0.00	1.35	0.00	0.00	-1.35	*** %
	340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
	345 Mileage expense reimbursement	0.00	9.43	150.00	150.00	140.57	6 %
	350 Repairs and maint - computers	135.50	135.50	0.00	0.00	-135.50	*** %
	351 Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	352 Repairs and maint - structures	0.00	95.97	0.00	0.00	-95.97	*** %
	353 Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
	381 Utilities - electric	1,406.25	6,895.71	20,000.00	20,000.00	13,104.29	34 %
	382 Utilities - propane	0.00	13.71	0.00	0.00	-13.71	*** %
	385 Dues and subscriptions	144.06	239.11	0.00	0.00	-239.11	*** %
	386 Education and training	0.00	31.11	0.00	0.00	-31.11	*** %
	405 Software	0.00	206.08	500.00	500.00	293.92	41 %
	485 Fuel expense	0.00	0.00	50.00	50.00	50.00	0 %
	490 Small tools and equipment	0.00	0.00	500.00	500.00	500.00	0 %
	500 Capital Outlay	0.00	1,025.16	8,525.00	8,525.00	7,499.84	12 %
	715 Licenses, permits and fees	0.00	1.75	0.00	0.00	-1.75	*** %
	905	0.00	0.00	6,818.00	6,818.00	6,818.00	0 %
	Account Total:	2,459.72	12,999.36	93,122.00	93,122.00	80,122.64	14 %
	Account Group Total:	2,459.72	12,999.36	93,122.00	93,122.00	80,122.64	14 %
	Fund Total:	2,459.72	12,999.36	93,122.00	93,122.00	80,122.64	14 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	7,208.69	63,147.71	163,320.00	163,320.00	100,172.29	39 %
	109 Stand-by Hours	449.50	3,665.12	7,500.00	7,500.00	3,834.88	49 %
	120 Workers' Compensation	0.00	3,104.86	12,000.00	12,000.00	8,895.14	26 %
	130 Payroll Tax - Fed W/H	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	3,800.00	3,800.00	3,800.00	0 %
	140 Payroll Tax - Medicare	151.47	1,000.66	2,000.00	2,000.00	999.34	50 %
	155 Payroll Tax - SUI	39.36	392.19	1,000.00	1,000.00	607.81	39 %
	160 Payroll Tax - ETT	10.63	69.76	200.00	200.00	130.24	35 %
	165 Payroll Tax - FUTA	65.61	653.58	2,000.00	2,000.00	1,346.42	33 %
	205 Insurance - Health	1,716.09	13,921.59	11,280.00	11,280.00	-2,641.59	123 %
	210 Insurance - Dental	103.48	518.46	564.00	564.00	45.54	92 %
	215 Insurance - Vision	15.84	78.69	235.00	235.00	156.31	33 %
	225 Retirement - PERS expense	1,109.09	5,093.37	12,422.00	12,422.00	7,328.63	41 %
	305 Operations and maintenance	808.25	2,448.48	6,000.00	6,000.00	3,551.52	41 %
	310 Phone and fax expense	125.99	495.11	1,450.00	1,450.00	954.89	34 %
	315 Postage, shipping and freight	250.00	1,461.24	3,000.00	3,000.00	1,538.76	49 %
	320 Printing and reproduction	44.09	253.85	600.00	600.00	346.15	42 %
	325 Professional svcs - Accounting	700.00	4,995.40	0.00	0.00	-4,995.40	*** %
	326 Professional svcs - Engineering	0.00	21,483.75	24,000.00	24,000.00	2,516.25	90 %
	327 Professional svcs - Legal (General)	1,869.04	3,363.79	0.00	0.00	-3,363.79	*** %
	328 Insurance - prop and liability	0.00	1,182.91	6,000.00	6,000.00	4,817.09	20 %
	329 New Hire Screening	0.00	40.00	450.00	450.00	410.00	9 %
	330 Contract labor	125.00	1,700.00	5,000.00	5,000.00	3,300.00	34 %
	331 Professional Services - Legal	0.00	12,082.99	9,400.00	9,400.00	-2,682.99	129 %
	335 Meals - Reimbursement	0.00	18.08	200.00	200.00	181.92	9 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	0.00	181.63	500.00	500.00	318.37	36 %
	350 Repairs and maint - computers	2,133.37	2,133.37	0.00	0.00	-2,133.37	*** %
	351 Repairs and maint - equip	0.00	57.44	21,000.00	21,000.00	20,942.56	0 %
	352 Repairs and maint - structures	0.00	95.97	3,000.00	3,000.00	2,904.03	3 %
	353 Repairs & Maint- Infrastructure	307.73	442.73	8,000.00	8,000.00	7,557.27	6 %
	354 Repairs and maint - vehicles	556.60	556.60	2,000.00	2,000.00	1,443.40	28 %
	355 Testing & Supplies (WWTP)	2,002.00	3,297.72	10,500.00	10,500.00	7,202.28	31 %
	358 Testing & Supplies- SLT Well (Water)	0.00	191.00	0.00	0.00	-191.00	*** %
	375 Internet expenses	98.69	98.69	0.00	0.00	-98.69	*** %
	380 Utilities - alarm service	51.00	255.00	1,000.00	1,000.00	745.00	26 %
	381 Utilities - electric	5,323.34	30,468.25	75,000.00	75,000.00	44,531.75	41 %
	382 Utilities - propane	0.00	218.73	450.00	450.00	231.27	49 %
	383 Utilities - trash	51.99	299.17	600.00	600.00	300.83	50 %
	385 Dues and subscriptions	1,920.80	3,188.15	2,500.00	2,500.00	-688.15	128 %
	386 Education and training	0.00	396.07	500.00	500.00	103.93	79 %
	393 Advertising and public notices	0.00	0.00	200.00	200.00	200.00	0 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	75.00	2,430.20	4,000.00	4,000.00	1,569.80	61 %
	410 Office Supplies	69.83	164.86	150.00	150.00	-14.86	110 %
	415 Office Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	420 Equipt. & Supplies	0.00	0.00	4,900.00	4,900.00	4,900.00	0 %
	432 Utility Rate Design Study	0.00	5,414.50	31,915.00	31,915.00	26,500.50	17 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
459	Scada - Maintenance Fees	0.00	72.64	1,000.00	1,000.00	927.36	7 %
465	Cell phones, radios and pagers	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
485	Fuel expense	211.65	2,835.11	5,000.00	5,000.00	2,164.89	57 %
490	Small tools and equipment	29.10	1,117.72	3,000.00	3,000.00	1,882.28	37 %
495	Uniform expense	0.00	623.47	1,575.00	1,575.00	951.53	40 %
500	Capital Outlay	1,862.30	41,733.54	45,201.00	45,201.00	3,467.46	92 %
545	Sewer System Mngmt Plan (SSMP)	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	12,000.00	12,000.00	12,000.00	0 %
581	WWTP Expansion	0.00	0.00	45,000.00	45,000.00	45,000.00	0 %
582	WWTP Plant Maintenance	1,136.23	2,789.17	12,000.00	12,000.00	9,210.83	23 %
585	Sludge Removal Project	0.00	2,969.62	3,000.00	3,000.00	30.38	99 %
705	Waste Discharge Fees/Permits	17,017.00	17,017.00	25,000.00	25,000.00	7,983.00	68 %
715	Licenses, permits and fees	110.00	405.00	5,500.00	5,500.00	5,095.00	7 %
805	Refundable Water/Sewer/Hydrant	375.00	375.00	0.00	0.00	-375.00	*** %
905		0.00	0.00	90,907.00	90,907.00	90,907.00	0 %
960	Property tax expense	0.00	14.67	0.00	0.00	-14.67	*** %
	Account Total:	48,123.76	261,014.61	734,769.00	734,769.00	473,754.39	36 %
	Account Group Total:	48,123.76	261,014.61	734,769.00	734,769.00	473,754.39	36 %
	Fund Total:	48,123.76	261,014.61	734,769.00	734,769.00	473,754.39	36 %
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
105	Salaries and Wages	10,290.37	69,066.72	163,320.00	163,320.00	94,253.28	42 %
109	Stand-by Hours	449.50	3,665.13	7,500.00	7,500.00	3,834.87	49 %
120	Workers' Compensation	0.00	2,445.88	12,000.00	12,000.00	9,554.12	20 %
130	Payroll Tax - Fed W/H	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
135	Payroll Tax - FICA	0.00	0.00	4,500.00	4,500.00	4,500.00	0 %
140	Payroll Tax - Medicare	194.51	1,079.73	2,500.00	2,500.00	1,420.27	43 %
155	Payroll Tax - SUI	43.42	379.92	1,500.00	1,500.00	1,120.08	25 %
160	Payroll Tax - ETT	13.62	75.32	150.00	150.00	74.68	50 %
165	Payroll Tax - FUTA	72.33	633.13	1,800.00	1,800.00	1,166.87	35 %
205	Insurance - Health	2,091.70	12,267.48	12,000.00	12,000.00	-267.48	102 %
210	Insurance - Dental	126.20	569.86	600.00	600.00	30.14	95 %
215	Insurance - Vision	19.16	86.28	250.00	250.00	163.72	35 %
225	Retirement - PERS expense	1,441.74	5,685.05	12,400.00	12,400.00	6,714.95	46 %
305	Operations and maintenance	208.25	4,764.93	8,500.00	8,500.00	3,735.07	56 %
310	Phone and fax expense	125.98	495.07	1,450.00	1,450.00	954.93	34 %
315	Postage, shipping and freight	250.00	1,580.53	3,000.00	3,000.00	1,419.47	53 %
320	Printing and reproduction	44.08	210.29	600.00	600.00	389.71	35 %
324	Professional Svcs- GSA-GSP	0.00	660.00	0.00	0.00	-660.00	*** %
325	Professional svcs - Accounting	700.00	4,995.40	0.00	0.00	-4,995.40	*** %
326	Professional svcs - Engineering	0.00	31,481.66	25,000.00	25,000.00	-6,481.66	126 %
327	Professional svcs - Legal (General)	4,848.24	18,896.89	0.00	0.00	-18,896.89	*** %
328	Insurance - prop and liability	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
329	New Hire Screening	0.00	40.00	450.00	450.00	410.00	9 %
330	Contract labor	125.00	1,700.00	5,000.00	5,000.00	3,300.00	34 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
331	Professional Services - Legal	0.00	12,082.99	9,400.00	9,400.00	-2,682.99	129 %
332	Professional Services - Legal	5,556.01	94,202.69	100,000.00	100,000.00	5,797.31	94 %
335	Meals - Reimbursement	0.00	18.08	200.00	200.00	181.92	9 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	181.62	500.00	500.00	318.38	36 %
350	Repairs and maint - computers	2,133.36	2,133.36	0.00	0.00	-2,133.36	*** %
351	Repairs and maint - equip	0.00	767.41	4,000.00	4,000.00	3,232.59	19 %
352	Repairs and maint - structures	1,132.25	1,228.23	1,500.00	1,500.00	271.77	82 %
353	Repairs & Maint- Infrastructure	4,337.35	15,755.81	15,000.00	15,000.00	-755.81	105 %
354	Repairs and maint - vehicles	556.59	556.59	3,500.00	3,500.00	2,943.41	16 %
356	Testing & Supplies - Well #3 (Water)	150.00	1,390.93	2,500.00	2,500.00	1,109.07	56 %
357	Testing & Supplies - Well #4 (Water)	150.00	1,609.10	2,500.00	2,500.00	890.90	64 %
358	Testing & Supplies- SLT Well (Water)	479.00	2,844.18	5,000.00	5,000.00	2,155.82	57 %
359	Testing & Supplies-Other	842.00	2,714.72	5,000.00	5,000.00	2,285.28	54 %
362	Cross-Connection Control Srvcs.	126.20	737.30	1,000.00	1,000.00	262.70	74 %
375	Internet expenses	98.68	98.68	0.00	0.00	-98.68	*** %
380	Utilities - alarm service	51.00	255.00	1,000.00	1,000.00	745.00	26 %
381	Utilities - electric	2,931.91	20,598.48	37,000.00	37,000.00	16,401.52	56 %
382	Utilities - propane	0.00	218.73	450.00	450.00	231.27	49 %
383	Utilities - trash	51.99	299.18	600.00	600.00	300.82	50 %
385	Dues and subscriptions	1,920.80	3,188.15	4,000.00	4,000.00	811.85	80 %
386	Education and training	121.55	517.62	1,000.00	1,000.00	482.38	52 %
393	Advertising and public notices	0.00	0.00	250.00	250.00	250.00	0 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405	Software	75.00	2,430.20	4,000.00	4,000.00	1,569.80	61 %
410	Office Supplies	68.83	163.86	150.00	150.00	-13.86	109 %
415	Office Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
420	Equipt. & Supplies	0.00	528.12	4,900.00	4,900.00	4,371.88	11 %
431	SLT Blending Line - CDBG Project	24.91	6,323.67	157,000.00	157,000.00	150,676.33	4 %
432	Utility Rate Design Study	0.00	5,414.50	31,915.00	31,915.00	26,500.50	17 %
433	K Street Waterline Replacement	0.00	7,328.60	7,500.00	7,500.00	171.40	98 %
459	Scada - Maintenance Fees	0.00	72.65	1,000.00	1,000.00	927.35	7 %
465	Cell phones, radios and pagers	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
475	Computer supplies and upgrades	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
481	Chemicals- Well #3	0.00	1,214.32	2,500.00	2,500.00	1,285.68	49 %
482	Chemicals-Well #4	0.00	2,087.47	3,000.00	3,000.00	912.53	70 %
483	Chemicals-SLT Well	0.00	347.95	1,500.00	1,500.00	1,152.05	23 %
485	Fuel expense	211.65	1,482.58	4,000.00	4,000.00	2,517.42	37 %
490	Small tools and equipment	274.29	1,805.69	3,000.00	3,000.00	1,194.31	60 %
495	Uniform expense	0.00	623.49	1,575.00	1,575.00	951.51	40 %
500	Capital Outlay	1,318.34	42,376.95	45,201.00	45,201.00	2,824.05	94 %
520	Water Main Valves Replacement	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
525	Water meter replacement	5,500.10	11,404.26	14,500.00	14,500.00	3,095.74	79 %
535	Water Lines Repairs	0.00	0.00	27,000.00	27,000.00	27,000.00	0 %
605	USDA Loan Payment	0.00	0.00	67,000.00	67,000.00	67,000.00	0 %
715	Licenses, permits and fees	1,436.00	1,706.00	6,700.00	6,700.00	4,994.00	25 %
805	Refundable Water/Sewer/Hydrant	375.00	375.00	0.00	0.00	-375.00	*** %
905		0.00	0.00	90,907.00	90,907.00	90,907.00	0 %
Account Total:		50,966.91	407,863.43	962,718.00	962,718.00	554,854.57	42 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	Account Group Total:	50,966.91	407,863.43	962,718.00	962,718.00	554,854.57	42 %
	Fund Total:	50,966.91	407,863.43	962,718.00	962,718.00	554,854.57	42 %
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
	105 Salaries and Wages	9.41	86.75	1,800.00	1,800.00	1,713.25	5 %
	120 Workers' Compensation	0.00	0.00	465.00	465.00	465.00	0 %
	140 Payroll Tax - Medicare	0.13	1.22	0.00	0.00	-1.22	*** %
	160 Payroll Tax - ETT	0.01	0.08	0.00	0.00	-0.08	*** %
	205 Insurance - Health	1.21	11.15	720.00	720.00	708.85	2 %
	210 Insurance - Dental	0.05	0.44	0.00	0.00	-0.44	*** %
	215 Insurance - Vision	0.01	0.06	0.00	0.00	-0.06	*** %
	225 Retirement - PERS expense	1.07	10.13	1,275.00	1,275.00	1,264.87	1 %
	305 Operations and maintenance	1.38	3.96	0.00	0.00	-3.96	*** %
	325 Professional svcs - Accounting	8.75	24.93	0.00	0.00	-24.93	*** %
	327 Professional svcs - Legal (General)	22.36	4,576.96	200.00	200.00	-4,376.96	*** %
	335 Meals - Reimbursement	0.00	0.25	0.00	0.00	-0.25	*** %
	340 Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
	345 Mileage expense reimbursement	0.00	1.60	0.00	0.00	-1.60	*** %
	350 Repairs and maint - computers	22.59	22.59	0.00	0.00	-22.59	*** %
	385 Dues and subscriptions	24.01	39.86	0.00	0.00	-39.86	*** %
	386 Education and training	0.00	3.53	150.00	150.00	146.47	2 %
	393 Advertising and public notices	0.00	495.00	250.00	250.00	-245.00	198 %
	905	0.00	0.00	1,136.00	1,136.00	1,136.00	0 %
	Account Total:	90.98	5,278.51	6,196.00	6,196.00	917.49	85 %
	Account Group Total:	90.98	5,278.51	6,196.00	6,196.00	917.49	85 %
	Fund Total:	90.98	5,278.51	6,196.00	6,196.00	917.49	85 %
	Grand Total:	181,760.25	1,069,297.87	2,579,413.00	2,579,413.00	1,510,115.13	41 %

Fund	Amount
20 FIRE PROTECTION DEPARTMENT	68,838.19
30 STREET LIGHTING DEPARTMENT	578.96
40 WASTEWATER DEPARTMENT	13,079.66
50 WATER DEPARTMENT	16,952.39
60 SOLID WASTE DEPARTMENT	11.89
Total for all Funds	99,461.09

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



San Miguel Community Services District

Board of Directors Staff Report

January 25th, 2018

AGENDA ITEM: XI 2

SUBJECT: Review and approve Resolution 2018-02 authorizing the Director of Utilities purchase a Trailer mounted Sewer Jetter from Jetter Northwest in an amount not to exceed \$41,397.40 to be funded from the Wastewater Capital Reserve account.

RECOMMENDATION:

Review and approve Resolution 2018–02 authorizing the Director of Utilities purchase a Trailer mounted Sewer Jetter from Jetter Northwest in an amount not to exceed \$41,397.40 to be funded from the Wastewater Capital Reserve account.

BACKGROUND:

UTILITIES DEPARTMENT

Currently the District does not have a sewer jetter and must contract out the cleaning and clearing of sewer lines to a private contractor. This jetter will allow District staff to perform the same services that we currently contract out ourselves and on a more frequent schedule.

Currently with contracted services we are at the mercy of the contractor's schedule as to when they can clean our lines and or come and clear a blocked line. In the case of an emergency backup or spill situation we pay double the standard rates from the contractor, or have to request assistance from City of Paso Robles or Templeton CSD. Both of which are already backed up on their own work which often means a delayed response or inability to assist at all.

A prime example of this is recently we had a blockage on Prado leading to a backup in the sewer line. We were able to create a hole in the blockage to allow it to drain slowly but we were not able to get the contractor to come out for almost two weeks afterward to fully clean the line. Had this been a blockage in a different area, it may have resulted in a spill. Not to mention a large bill from the city or contractor and then the District personnel's time on cleaning up the site.

Purchasing our own jetter will not only allow the District to clean our own lines on our schedule but will allow for immediate response, at any time, when a blockage is identified or a sewer spill is imminent.

In November, we had Fluid Resource Management clean 5 line segments. This took them 5 hours not including their drive time from Grover Beach, which we get charged for. Based on their fee schedule this cleaning to clear these 5 lines is estimated at \$2,675. Before the end of the fiscal year we will still need to clean the remainder of the system. This will be another \$12,000- \$14,000.

Over the last three years we have paid a contractor \$27,880 (average 9,293 per year) Last year cleaning cost reached \$11,297, and due to the increased rates from the contractor and the additional sewer lines installed, the annual cost will likely escalate to over \$14,000 per year over the next 2-3 years.

In the past two years the contractor has taken four to five days to complete the entire town. It would take our staff less time to complete the same work since we are not factoring for travel to and from the district. Although we would spread the cleaning out over an entire year it would likely take our personnel three to four full days to clean the entire system.

Quotes were solicited from 4 companies, only 3 responded

Jetters Northwest - \$41,397.40 Written Quote

Sewer Equipment of America - \$92,584 Written Quote

USA Jetting - \$45,000 Verbal only

FISCAL IMPACT

Wastewater Capital Reserve \$41,397.40 for the purchase of the jetter and necessary equipment.

Net annual savings of \$8,897 from not contracting out cleaning services to a private company and factoring in our personnel costs. (based on last years contacted costs)

Potential payback of the proposed Jetter through savings is 4.65 years (based on last year's cleaning cost)

If this Jetter Trailer purchase is approved now we can avoid contracting out cleaning services this year.

Current Wastewater Capital Reserve amount is \$463,019

RECOMMENDATION

It is recommended that the Board approve Resolution 2018-02 authorizing the Director of Utilities purchase a Trailer mounted Sewer Jetter from Jetter Northwest in an amount not to exceed \$41,397.40 to be funded from the Wastewater Capital Reserve account.

PREPARED BY:

Kelly Dodds

Kelly Dodds, Director of Utilities

Attachment: Resolution 2018-02, Quotes from Jeters Northwest, Sewer Equipment of America,
Municipal Maintenance Equipment

RESOLUTION NO. 2018-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE
DIRECTOR OF UTILITIES TO PURCHASE ONE TRAILER MOUNTED SEWER
JETTER.**

WHEREAS, San Miguel Community Services District (“District”) Board of Directors established a Capital Projects list which identified the purchase of a sewer jetter as a priority for the 2018-19 fiscal year: and.

WHEREAS, the Board of Directors recognizes the need to purchase a sewer jetter in order to more efficiently maintain the sewer collection system under the Districts management; and

WHEREAS, the Board of Directors recognizes the need to have the appropriate equipment on hand to mitigate incidents within the collection system, to prevent spills and other health hazards; and

WHEREAS, the District Board of Directors authorizes the Director of Utilities to purchase a Trailer Mounted Sewer Jetter from Jettters Northwest in an amount not to exceed \$41,397.40 from Wastewater Capital Reserve.

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

On the motion of Director _____, seconded by Director _____ and on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 25th day of January 2018.

Rob Roberson, Interim General Manager

John Green, Board President

ATTEST:

Douglas L. White, District General Counsel



JETTERS NORTHWEST
 2222 15th Ave West
 Seattle, WA 98119
 Phone (206) 283-5252
 Toll free (800) 863-7867
 Fax (206) 284-8638
 Email: info@jetttersnorthwest.com
 Website: www.jetttersnorthwest.com

Quote

Date	Estimate #
12/8/2017	120817AD1

Name / Address
SAN MIGUEL COMMUNITY SERVICE DISTRICT PO BOX 180 1150 MISSION ST. SAN MIGUEL, CA. 93451

FOB	Terms
SEATTLE	Net 30

Item	Description	Qty	U/	Rate	Total
JNW-6224-KU-300TR	Trailer-mounted Jetting Equipment Package-Quote: EAGLE-300/3023 JETTER-TRAILER COMPLETE - 23-GPM / 3000-PSI (adjustable flow & pressure) - PULSATION/HOSE-JUMP SYSTEM - TRAILER with ELECTRIC-BRAKES & CHROME WHEELS (5200gvw) - LIFETIME FRAMEWORK WARRANTY -- 5"x2" BOX-CHANNEL - 300-GALLON WATER-TANK with INLET FLOAT-VALVE - HOODED/ENCLOSED PUMP/ENGINE COMPARTMENT - (2) LIQUID-COOLED / FUEL-INJECTED KAWASAKI ENGINES 31-HP/824cc (each), with 3-YEAR WARRANTY - 5/8" x 400-FOOT JETTING HOSE, PIRANHA, 4000 PSI, BLACK w/ARAMID (16000psi Burst-rating) - 12v. POWERED-REEL with ADJUSTABLE WIND-SPEED CONTROLLER - PIVOTING HOSE-GUIDE with ROLLERS - (2) UDOR SUPER-DUTY PUMPS with GEARBOX SPEED REDUCTION - 100'x 3/4" TANK-FILLING HOSE on 2nd REEL - 2" OVERHEAD FILL-PIPE with 'Air-Gap' - LOCKABLE TOOL-BIN (36" Wide, 6.75cu') - ADJUSTABLE-HEIGHT HITCH & STOUT DROP-LEG TONGUE-JACK - TigerTail HOSE-GUIDE & 10' SAFETY-ORANGE LEADER-HOSE - 5-PIECE NOZZLE SET (Penetrator, Flusher, Rotator, Pusher, & Extension)	1		29,995.00	29,995.00
JNW-BEACON/WORKLI...	+ LED BEACON & WORKSPACE-LIGHT PACKAGE (INSTALLED) FOR EAGLE TRAILERS	1		545.00	545.00
JNW-UPGRADE	+ PIVOTING BASE UNDER MAIN HOSE-REEL (deletes Tool-Bin)	1		3,500.00	3,500.00
JNW-UPGRADE	+ 600 FT. of 5/8" JETTER HOSE	1		600.00	600.00
JNW-CUSTOM	+ ADD 2ND REEL with 50' x 3/8" PRESSURE WASHER HOSE on MINI HOSE REEL	1		700.00	700.00
JNW-CUSTOM	+ ADD HOSE REEL COUNTER - ON PIVOTING HOSE GUIDE	1		980.00	980.00
SPECORDER	Optional Upgrades: UPGRADE TO TANDEM -AXLE 600-GALLON EAGLE-600 TRAILER (9,900 GVW) *** Lifetime Framework Warranty *** *** FREIGHT CHARGE WILL INCREASE WILL THE CHANGE OF TRAILER TYPE AND WEIGHT ***	1		3,000.00	3,000.00
JNW-FM-TOOLBIN	FENDER-MOUNTED 36" TOOL-BIN with LOCKABLE DROP-DOOR (PRO-TECH BRAND - 16" x 12" x 36")	1		645.00	645.00

JETTERS NORTHWEST IS A DIVISION OF: SEATTLE PUMP & EQUIPMENT CO.(est 1952)	Subtotal
	Sales Tax (10.1%)
PROVIDING JETTING EQUIPMENT AND ACCESSORIES FOR OVER 40 YEARS! QUOTE IS VALID FOR AT LEAST 30 DAYS	Total



JETTERS NORTHWEST
 2222 15th Ave West
 Seattle, WA 98119
 Phone (206) 283-5252
 Toll free (800) 863-7867
 Fax (206) 284-8638
 Email: info@jetttersnorthwest.com
 Website: www.jetttersnorthwest.com

Quote

Date	Estimate #
12/8/2017	120817AD1

Name / Address
SAN MIGUEL COMMUNITY SERVICE DISTRICT PO BOX 180 1150 MISSION ST. SAN MIGUEL, CA. 93451

FOB	Terms
SEATTLE	Net 30

Item	Description	Qty	U/	Rate	Total
SA.WH-1/2-PKG	Tools/Accessories Added: 1/2" FINNED WARTHOG NOZZLE with 1/2" NPT Inlet -Tool Complete for 23gpm/3000psi (for removing tougher blockages such as Roots/Grease/Scale/Silt/etc.)	1		1,468.00	1,468.00
SA.WH600	WH-Warthog MAINTENANCE/SERVICE KIT	1		68.00	68.00
JNW-PW-KIT	TRIGGER-CONTROL & PRESSURE WASHING KIT with Removable 36" Wand and (4) Wash-Nozzles	1		95.00	95.00
	Discounts & Shipping:				
DISCOUNT	-SUBTRACT 2ND REEL with 100' X 3/4" FILL HOSE			-545.00	-545.00
FREIGHT OUT-JNW	SHIPPING TO 93451 MUNICIPAL ADDRESS *** FORKLIFT OR LOADING DOCK REQUIRED FOR OFF LOADING ***	1		1,500.00	1,500.00
DISCOUNT M-FREIGHT	-SUBTRACT MUNICIPAL/GOVERNMENT SHIPPING-CREDIT			-1,000.00	-1,000.00
DISCOUNT ACCY	-SUBTRACT -10% OFF ADDED JETTING ACCESSORIES			-153.60	-153.60
	Payment Terms: Net 30 Lead-time: currently 3-4 weeks to build (2-3 days transit to San Miguel)				

JETTERS NORTHWEST IS A DIVISION OF: SEATTLE PUMP & EQUIPMENT CO.(est 1952)	Subtotal	\$41,397.40
	Sales Tax (10.1%)	\$0.00
PROVIDING JETTING EQUIPMENT AND ACCESSORIES FOR OVER 40 YEARS! QUOTE IS VALID FOR AT LEAST 30 DAYS	Total	\$41,397.40

SO. CALIFORNIA: 2044 South Vineyard Avenue, Ontario, CA 91761 • (909) 930-1822 • FAX (909) 923-2356
NO. CALIFORNIA: 800 East Grant Line Road, Tracy, CA 95376 • (209) 830-8600 • FAX (209) 830-8884

December 1, 2017

San Miguel Community Service District
1150 Mission Street
San Miguel, CA 93451

Attention: Kelly Dodds

Reference: Sewer Equipment 747-FR2000 ECO

Dear Mr. Dodds,

We are pleased to quote you One (1) New Sewer Equipment 747-FR2000 ECO Jetting Unit equipped as follows:

Engine & Pump

- 3.7L Ford Engine
- Giant 40 GPM @ 2,000 PSI w/ 30 Min Run Dry Capability
- Lighted NEMA 4 control panel
- Auto Shutdown (For High Engine Temp/ Low Oil Pressure)
- Air Purge Valve
- Recirculation System
- Tachometer/Hour meter
- Painted Steel Shroud Enclosure w/ Locking Access Doors

Hose Reel & Hose

- Rotating Safety Reel w/ 800' Capacity of 3/4" Hose
- Automatic Level Wind With Hydraulic Up/Down Action
- Footage Meter (Mounted On Jet Hose Reel)
- 800' Sewer Hose (3/4" I.D. x 3,000 PSI Operating Pressure)
- Lateral Line Cleaning Kit (150' x 1/2" Hose w/ Nozzle Mounted ON A Rolling Cart With Tongue Storage Pad, Includes Additions of 1,200 PSI Auxiliary Cleaning Circuit On Jet Unit)
- Patriot II Root Cutter Kit (Ring & ADJ. Roller Skids, 4" to 15" Saws)

Trailer

- Tandem Axles 14,000 GVWR
- Electric Brakes w/ 2-5/16" Ball Hitch
- (1) Steel Toolbox – Fender Mounted
- D.O.T. Approved LED lighting

Tank & Fill

- 700 Gallon Black Super-Poly Water Tank
- 2.5" Fill System
- Fill Hose Storage Rack

SO. CALIFORNIA: 2044 South Vineyard Avenue, Ontario, CA 91761 • (909) 930-1822 • FAX (909) 923-2356
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Accessories

- 10' Leader Hose
- BB Hose Guide
- Tri-Star (Chisel Point) Nozzle
- DD (High Flow) Nozzle
- Finned Nozzle Extension
- Nozzle rack
- 25' Fill Hose
- Wash down Gun w/25' Ext. Hose
- Upstream Pulley Guide
- Paper Operator / Owner Manual

Options **NOT** included in price:

Engine/Pump Options:

- UPGRADE TO CATERPILLAR 91HP DIESEL ENGINE \$3,560.00
- WASHDOWN SYSTEM W/50' RETRACTABLE HOSE REEL \$1,236.00
- HYDRAULIC TOOL CIRCUIT (RATED @ 9.5 GPM, SYSTEM ENGAGED \$1,887.00
VIA MANUAL DIVERTER VALVE AND SUPPLIED W/ PARKER 60 SERIES CONNECTORS

Hose Reel/Hose Options:

- DIGITAL 'SMART COUNTER' FOOTAGE METER \$2,756.00
- MINI MISSILE NOZZLE \$412.00

Tank & Fill Options:

- UPGRADE TO 700 GALLON DURAPROLENE™ (BLACK) WATER TANK W/10 YEAR WARRANTY \$4,839.00

Lighting Options:

- LED ROTATING BEACON \$505.00
- ENGINE/WATER PUMP COMPARTMENT LIGHT \$196.00
- LED FLOOD LIGHT \$419.00
- LED ARROW STICK \$992.00
- LED ARROW BOARD \$1,180.00
- HAND-HELD WIRELESS 12v/110v RECHARGEABLE LED SPOTLIGHT W/STORAGE BRACKET \$312.00

SO. CALIFORNIA: 2044 South Vineyard Avenue, Ontario, CA 91761 • (909) 930-1822 • FAX (909) 923-2356
NO. CALIFORNIA: 800 East Grant Line Road, Tracy, CA 95376 • (209) 830-8600 • FAX (209) 830-8884

Pendant Options:

- BASIC PENDANT CONTROL WITH 35' CORD \$2,267.00
(WITH HOSE REEL F-N-R CONTROL AND KILL SWITCH) INCLUDES MANIFOLD HYDRAULICS
- STANDARD PENDANT CONTROL WITH 35' CORD \$3,055.00
(WITH HOSE REEL F-N-R CONTROL, THROTTLE UP/DOWN, WATER ON/OFF AND KILL SWITCH)
INCLUDES MANIFOLD HYDRAULICS
- MASTER PENDANT CONTROL WITH 35' CORD \$3,720.00
(WITH HOSE REEL F-N-R CONTROL, VARIABLE SPEED CONTROL, THROTTLE UP/DOWN, WATER ON/OFF, AND
KILL SWITCH) INCLUDES MANIFOLD HYDRAULICS
- WIRELESS REMOTE PENDANT CONTROL \$6,724.00
(WITH HOSE REEL F-N-R CONTROL, THROTTLE UP/DOWN, WATER ON/OFF, AND KILL SWITCH) INCLUDES
MANIFOLD HYDRAULICS

Trailer Options:

- HOSE GUIDE/WASH-DOWN GUN/UPSTREAM PULLEY GUIDE \$854.00
STORAGE TRAY
- SPECIAL PAINT: SOLID COLORS \$638.00
- SIX (6) 18" D.O.T. SAFETY CONES AND HOLDER \$349.00
- ROOT CUTTER MAINTENANCE BOX \$2,248.00
- LONG HANDLED TOOL STORAGE TUBE \$183.00
- SPARE TIRE AND RIM \$448.00
- SPARE TIRE MOUNTING BRACKET \$391.00
- HYDRAULIC BRAKES \$1,271.00
- POWER JACK \$745.00

Price: \$86,325.45
Sales Tax 7.25%: \$6,258.60
Price w/ Tax: \$92,584.05

Special Notes:

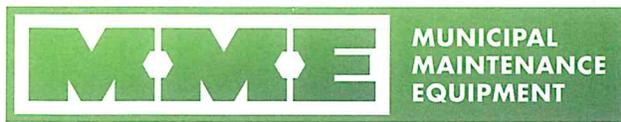
1. One year parts and labor warranty
2. If any of the options listed above are desired, please add to price before tax is applied.
3. Training included
4. Prices quoted are firm for 30 days
5. Freight to San Miguel, CA included in price

Thank you for the opportunity to quote on your equipment needs. If you have any questions, please feel free to contact me.

Sincerely,
NIXON-EGLI EQUIPMENT CO.

Greg Schmidt

Greg Schmidt
Area Manager



CSLB #980409
DIR 1000004282
www.source-mme.com
Toll Free 1-888-484-9968

December 7, 2017

San Miguel Community Service District
P.O. Box 180
1150 Mission Street
San Miguel, CA 93451

Tel: 805-467-3388 x206
Cell: 805-291-0815
Fax: 805-467-9212
kdodds@sanmiguelcsd.org

Attention: Kelly Dodds, Director of Utilities / Assistant Fire Chief

We are pleased to provide the following budget quotation on the Underground, Inc. PipeHunter Jetter Trailer for your review.

Each PipeHunter Model 5844G Tandem Axle Trailer complete with the following features:

Water Tank:

- 500 Gallon High Density Polyethylene
- Single Filler Assembly
- Main Tank Water Sight Gauge
- 25 Ft. Fill Hose with Storage Rack

Water Pump:

- 4000 PSI @ 25 GPM Giant Water Pump
- Washdown System-43H with Gun and 25 Ft. Hose
- Air Purge
- Multi-Flow Valve

Engine:

- Ford 2.5L Gasoline MSG-425 In-Line 4 – 84 HP with Clutch
- Safety Lanyard (1) Emergency Kill
- 15 Gallon Fuel Tank
- Electric Throttle Upgrade
- Digital Gauge Package & Tachometer Low Pressure High Temp Shutdown
- Engine Shroud / Belt Guard / Fenders– Aluminum

Single Jet Hose Reel:

- 800 Ft. x ½” Jet Hose Reel Capacity
- Articulating Reel Option Hydraulic Powered Articulation Worm Gear
- Standard Level Wind
- 10 Ft. x ½” Leader Hose
- 600 Ft. x ½” Piranha Jet Hose
- Tiger Tail Hose Guide

Nozzle Options:

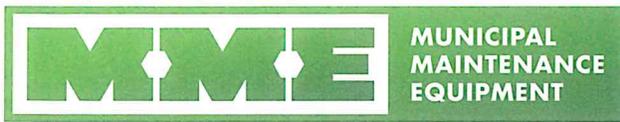
- Nozzle Rack
- 15 Degree Nozzle
- 30 Degree Nozzle
- 6” Nozzle Skid Assy.

4634 Mayhew Road
Sacramento, CA 95827
Office: 916-922-1101
Fax: 916-922-1034

4750 Caterpillar Road, #D
Redding, CA 96003
Office: 530-243-4856
Fax: 530-243-1447

1913 Nancita Circle
Placentia, CA 92870
Office: 714-528-8770
Fax: 714-528-8744

1930 W. Winton Avenue, #8
Hayward, CA 94545
Office: 510-670-0230
Fax: 510-670-9003



December 7, 2017
 San Miguel Community Service District
 PipeHunter Model 5844G Single Axle Trailer Budget Quotation
 Page 2

Electrical:

- (4) Flat Strobe Lights – (1) Each Corner
- LED Strobe Light with Limb Guard
- LED Panel Light
- LED Work Light – Control Panel
- LED Upgrade Marker and Tail Lights Only

Tool Boxes:

- Locking Tool Box, Drawbar – Aluminum 52" x 26" x 15.5"

Manuals:

- PipeHunter Operator's Manual CD
- Engine Operator's Manual CD

Frame

- 6" Frame
- Dual 6,000 Lb. Axles – 9,995 GVWR
- DOT Lighting Package
- Electric Brakes
- 2 5/16 Hitch, 3 Positions

Color:

- PipeHunter Speed Liner Frame and Reel in Your Choice of Factory Standard Colors

Budget Price F.O.B. San Miguel, CA	\$62,972.00
7.25% Sales Tax	<u>4,565.47</u>
Total	\$67,537.47

Quotation includes delivery and on-site training.

Due to California emissions requirements, special permits may be required on diesel engines. MME cannot provide these permits and we recommend you contact your local Air Resources Management District for the specific requirements.

Normal delivery 90-120 days A.R.O.

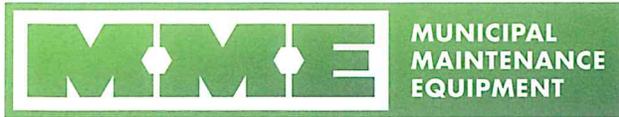
Terms Net 30.

Quotation valid for 30 days.

Thank you for your interest in this fine product line. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,
 Municipal Maintenance Equipment, Inc.

Richard Caffey,
 Territory Sales Manager



CSLB #980409
DIR 1000004282
www.source-mme.com
Toll Free 1-888-484-9968

December 7, 2017

San Miguel Community Service District
P.O. Box 180
1150 Mission Street
San Miguel, CA 93451

Tel: 805-467-3388 x206
Cell: 805-291-0815
Fax: 805-467-9212
kdodds@sanmiguelcsd.org

Attention: Kelly Dodds, Director of Utilities / Assistant Fire Chief

We are pleased to provide the following budget quotation on the Underground, Inc. PipeHunter Jetter Trailer for your review.

Each PipeHunter Model 4844G Single Axle Trailer complete with the following features:

Water Tank:

- 400 Gallon High Density Polyethylene
- Main Tank Water Sight Gauge
- Single Filler Assembly
- 25 Ft. Fill Hose with Storage Rack

Water Pump:

- 4000 PSI @ 25 GPM Giant Water Pump
- Washdown System-43H with Gun and 25 Ft. Hose
- Air Purge
- Multi-Flow Valve

Engine:

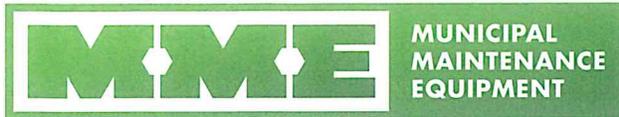
- Ford 2.5L Gasoline MSG-425 In-Line 4 – 84 HP with Clutch
- 15 Gallon Fuel Tank
- Safety Lanyard
- Electric Throttle Upgrade
- Digital Gauge Package & Tachometer Low Pressure High Temp Shutdown
- Engine Shroud / Belt Guard / Fenders– Aluminum

Single Jet Hose Reel:

- 800 Ft. x 1/2" Jet Hose Reel Capacity
- Articulating Reel Option Hydraulic Powered Articulation Worm Gear
- Standard Level Wind
- 10 Ft. x 1/2" Leader Hose
- 600 Ft. x 1/2" Piranha Jet Hose
- Tiger Tail Hose Guide

Nozzle Options:

- Nozzle Rack
- 15 Degree Nozzle
- 30 Degree Nozzle
- 6" Nozzle Skid Assy.



December 7, 2017
 San Miguel Community Service District
 PipeHunter Model 4844G Single Axle Trailer Budget Quotation
 Page 2

Electrical:

- (4) LED Flat Strobe Lights – (1) Each Corner
- LED Strobe Light with Limb Guard
- LED Panel Light
- LED Work Light – Control Panel
- LED Upgrade Marker and Tail Lights Only

Tool Boxes:

- Locking Tool Box, Drawbar – Aluminum 52" x 26" x 15.5"

Manuals:

- PipeHunter Operator's Manual CD
- Engine Operator's Manual CD

Frame

- 6" Frame
- DOT Lighting Package
- Single 7,000 Lb. Axle
- Electric Brakes
- 2 5/16 Hitch, 3 Positions

Color:

- PipeHunter Speed Liner Frame and Reel in Your Choice of Factory Standard Colors

Budget Price F.O.B. San Miguel, CA	\$60,122.00
7.25% Sales Tax	<u>4,358.85</u>
Total	\$64,480.85

Quotation includes delivery and on-site training.

Due to California emissions requirements, special permits may be required on diesel engines. MME cannot provide these permits and we recommend you contact your local Air Resources Management District for the specific requirements.

Normal delivery 90-120 days A.R.O.

Terms Net 30.

Quotation valid for 30 days.

Thank you for your interest in this fine product line. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,
 Municipal Maintenance Equipment, Inc.

Richard Caffey,
 Territory Sales Manager



San Miguel Community Services District

Board of Directors Staff Report

January 25th, 2018

AGENDA ITEM: XI-3

SUBJECT: Review and Approve Resolution No. 2018-06 authorizing the Director of Utilities to contract with Aqua Engineering to replace the pump, column, and associated equipment at Well 3, in an amount not to exceed \$27,798.86. And authorized a budget amendment and transfer from water capital to the Water Fund Well 3 Rehab (50-425) in the same amount.

RECOMMENDATION: Approve Resolution No. 2018-06 authorizing the Director of Utilities to contract with Aqua Engineering to replace the pump, column, and associated equipment at Well 3, in an amount not to exceed \$27,798.86. And authorized a budget amendment and transfer from water capital to the Water Fund Well 3 Rehab (50-425) in the same amount.

BACKGROUND:

At the December 14th, 2017 meeting the Board the Director of Utilities to contract with Aqua Engineering to pull the pump at Well 3 in order to assess the condition of the pump and related equipment. This was due to a worsening vibration in the column which had started to damage other pumping equipment and piping at the well site.

At the December meeting the board approved \$7,700 to pull and assess the pump and equipment. As well as an additional \$9,000 in the event that there was a simple repair to be made allowing for the reinstallation of the pump and equipment.

As was discussed in the December meeting, being able to repair the pump and reinstall it had a low probability, but it was still possible. However, after pulling the pump and column it became evident that all the column sections, drive shafts, and pump would need to be replaced.

Working with Aqua Engineering though different options for the replacement of the pump at Well 3 it was determined that the best option would be to replace the existing equipment with a submersible pump and motor. This configuration will allow us to realize a higher flow rate, approximately 200 GPM more, in turn reducing overall run time to meet system demand and while still allowing us to meet daily demand.

Installing a smaller column and pump also allows for a sounding tube to be installed which wasn't possible with the existing equipment. A sounding tube will enable us to accurately measure the water table for static and pumping levels.

FISCAL IMPACT

The proposal from Aqua Engineering is for \$27,798.86 to replace and install the pump, motor, column and related equipment.

Costs to replace and install new well equipment can be funded from Capital Reserve funds.

Current Water Capital Reserve amount is \$653,516

RECOMMENDATION

Approve Resolution 2018-06 authorizing the Director of Utilities to contract with Aqua Engineering to replace and install new pump equipment at well 3 in an amount not to exceed \$27,798.86. And authorize a budget adjustment and transfer from Capital Reserve to Water Fund Well 3 Rehab (50-425) in the same amount.

PREPARED BY:

Kelly Dodds

Kelly Dodds, Director of Utilities

Attachment: Resolution 2018-06, Proposal from Aqua Engineering

Company: AWALT & SON
 Name: KIRK AWALT
 Date: 1/18/2018

Customer: SAN MIGUEL CSD
 Order No:

Pump:

Size: 7CHC (4 stage)
 Type: Submersible
 Synch speed: 3600 rpm
 Curve: E6207CCPC2
 Specific Speeds:
 Dimensions:
 Vertical Turbine:

Speed: 3480 rpm
 Dia: 5 in
 Impeller:
 Ns: 2210
 Nss: ---
 Suction: ---
 Discharge: ---
 Bowl size: 7.13 in
 Max lateral: 0.5 in
 Thrust K factor: 3.5 lb/ft

Search Criteria:

Flow: 470 US gpm Head: 380 ft

Fluid:

Water
 SG: 1
 Viscosity: 1.105 cP
 NPSHa: ---
 Temperature: 60 °F
 Vapor pressure: 0.2563 psi a
 Atm pressure: 14.7 psi a

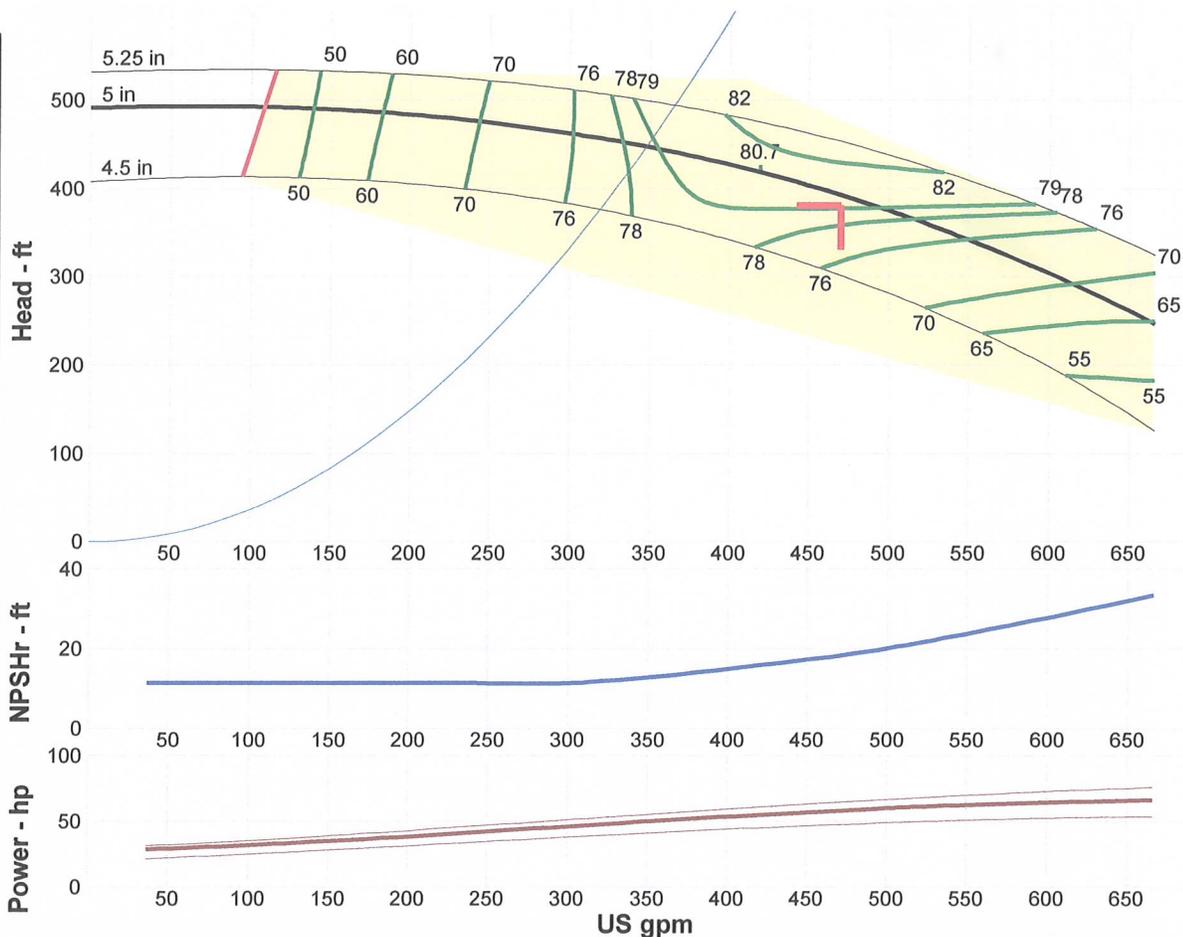
Motor:

Standard: NEMA
 Enclosure: SUB
 Sizing criteria: Max Power on Design Curve
 Size: 75 hp
 Speed: 3600
 Frame: 8 inch

Pump Limits:

Temperature: ---
 Pressure: ---
 Sphere size: 0.56 in
 Power: ---
 Eye area: ---

---- Data Point ----	
Flow:	470 US gpm
Head:	391 ft
Eff:	79.5%
Power:	58.2 hp
NPSHr:	18.5 ft
---- Design Curve ----	
Shutoff head:	491 ft
Shutoff dP:	213 psi
Min flow:	105 US gpm
BEP:	80.7% @ 419 US gpm
NOL power:	66.4 hp @ 666 US gpm
-- Max Curve --	
Max power:	75.8 hp @ 666 US gpm



Discharge Sizes-5",6". Curves are certified for water at 60°F only. Consult factory for performance with any other fluid.
 Note: Contains unofficial Goulds Water Technology catalog content, not to be used for production.

Performance Evaluation:

Flow US gpm	Speed rpm	Head ft	Efficiency %	Power hp	NPSHr ft
564	3480	331	74.6	63	25
470	3480	391	79.5	58.2	18.5
376	3480	436	79.6	51.9	14
282	3480	466	74	44.8	11.4
188	3480	485	61	37.7	11.4

RESOLUTION NO. 2018-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE
DIRECTOR OF UTILITIES TO CONTRACT WITH AQUA ENGINEERING FOR THE
REPLACEMENT AND INSTALLATION OF WELL EQUIPMENT AT WELL #3, AND
APPROPRIATE \$27,798.86 FROM WATER CAPITAL RESERVE.**

WHEREAS, San Miguel Community Services District (“District”) owns and operates a Potable Water Distribution system including water wells within its boundaries;

WHEREAS, Well #3 is one of only three potable water wells operated by the District;

WHEREAS, the loss of this well would be detrimental to the sustainability of the water supply to the citizens of the District;

WHEREAS, the Board of Directors recognizes that repairs such as this cannot always be planned and budgeted;

WHEREAS, the Board of Directors recognizes that additional appropriations must be authorized to perform these repairs:

WHEREAS, the Board of Directors authorizes an appropriation from Water Capital Reserve in the amount of \$27,798.86 to Well 3 rehab (50-425); and

WHEREAS, the Board of Directors authorizes the Director of Utilities to contract with Aqua engineering to perform the required work to replace and install required equipment at Well 3;

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

On the motion of Director _____, seconded by Director _____ and on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 25th day of January 2018.

Rob Roberson, Interim General Manager

John Green, Board President

ATTEST:

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

January 25, 2018

AGENDA ITEM: XI-4

SUBJECT: Review and approve proposal by District Engineer to Prepare an Audit of and Update to the District's Sanitary Sewer Management Plan (SSMP) in an amount not to exceed \$28,000 and authorize a budget adjustment to Sewer System Management Plan line item (40-545) in the same amount.

STAFF RECOMMENDATION:

Approve proposal by District Engineer to Prepare an Audit of and Update to the District's Sanitary Sewer Management Plan (SSMP) in an amount not to exceed \$28,000 and authorize a budget adjustment to Sewer System Management Plan line item (40-545) in the same amount.

BACKGROUND:

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. The SWRCB action mandates the development of a Sanitary Sewer Management Plan (SSMP) and the reporting of Sanitary Sewer Overflows (SSO) using an electronic reporting system. Per the requirements of the General WDR, the District prepared the SSMP which was adopted at the September 23, 2010 SMCS D Board Meeting.

The provisions of the General WDR mandate that the District conduct periodic internal audits of the SSMP. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit should 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 and review of the SSMP was completed in August 2012. The SSMP has never been updated.

The SMCS D Director of Utilities has requested a proposal from the DE to perform a review of the District's SSMP and prepare a current audit report of the subject document. The primary goal of the audit shall be to evaluate the effectiveness of and compliance with the District's current

SSMP. The SSMP Audit Report will measure compliance with section D.13 of the General WDR Orders and the effectiveness of the District's implementation of the current certified SSMP; Revision 0 dated September 24, 2010:

FUNDING:

A Fiscal Year 2017-2018 budget amendment is needed for the costs associated with directing the District Engineer to perform the necessary services for the preparation of the audit of and update to the District's SSMP.

FISCAL IMPACT

The proposal which was submitted by the DE to perform the SSMP audit and update the document estimates that the total cost of services to be provided by DE, which are directly related to this matter, will not exceed \$28,000.00.

STAFF RECOMMENDATION

The Board of Directors should discuss this issue and if there is consensus authorize the Interim General Manager to direct the District Engineer to perform an audit of the current SSMP and update the plan as the DE and District staff deem appropriate; .

PREPARED BY:

APPROVED BY:

Blaine T. Reely

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

Interim General Manager

Attachments: Resolution 2018-05, Proposal from Monsoon Consulting



P.O. Box 151
San Luis Obispo, CA 93406
(805) 280-1051
breely@monsoonconsultants.com

No. P2018.01.005



Proposal
Invoice
Change Order No.
Work Authorization

Submitted To:	Project Information:
---------------	----------------------

Client: San Miguel Community Services District	Project Name: Preparation of Update to the Sanitary Sewer Management Plan (SSMP) and 2018 SSMP Audit
Attn: Kelly Dodds / Director of Utilities	Project No.: 2018.01.005
Address: 1150 Mission Street San Miguel, California 93451	Proposal Date: January 15, 2018
E-mail: kelly.dodds@sanmiguelcsd.org	
Phone: (805) 467-3388	Location: San Miguel, California
Fax: N/A	Owner: San Miguel CSD

Monsoon Consultants (MONSOON) Hereby Submits: Our fee proposal and work authorization for . . .
--

Background

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. The SWRCB action mandates the development of a Sanitary Sewer Management Plan (SSMP) and the reporting of Sanitary Sewer Overflows (SSO) using an electronic reporting system. The organization of the SSMP is as follows:

- Phase 1 of the SSMP consists of an Introduction followed by Goals and Organization. Phase 1 is required to be certified by the District Board to be in compliance with the requirements set forth above and must be presented to the District Board for approval at a public meeting. This Phase I was approved at the April 24, 2008 meeting by the District Board in agenda item VII.14, prior to the May 2, 2008 deadline.
- Phase 2 consists of Legal Authority, Operation and Maintenance, Overflow Emergency Response Plan, and Fats, Oils & Grease Control Program. Phase 2 is not required to be approved by District Board but is required to be kept on-site and certified complete on the CIWQS website.
- Phase 3 consists of Design and Performance Standards; System Evaluation and Capacity Assurance Plan; Monitoring, Measurement, and Program Modifications; SSMP Program Audits; and the Communication Program. Phase 3 of the SSMP was adopted by the District at the September 23, 2010 SMCSO Board Meeting.

The SSMP is considered a living document and is to be kept on-site and reviewed regularly. 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 and review of the SSMP was completed in August 2012.



Basic Scope of Work

The San Miguel Community Services District Director of Utilities has requested a proposal from MONSOON to perform a review of the District's SSMP and prepare a current audit report of the subject document. The primary goal of the audit shall be to evaluate the effectiveness of and compliance with the District's current SSMP. The SSMP Audit Report will measure compliance with section D.13 of the SSSWDR Orders and the effectiveness of the District's implementation of the current certified SSMP; Revision 0 dated September 24, 2010: The specific items within the SSMP to be assessed shall include the following:

1. [SSSWDR, Sect. D.13.i]: Agency Goals
2. [SSSWDR, Sect. D.13.ii]: Agency Organization
3. [SSSWDR, Sect. D.13.iii]: Legal Authority
4. [SSSWDR, Sect. D.13.iv]: Operations and Maintenance
 - a. Sanitary System Maps
 - b. Rehabilitation and Replacement Plan
 - c. Routine Preventative Operation and Maintenance Activities
 - d. Contingency Equipment and Replacement Inventories
 - e. Employee Training
5. [SSSWDR, Sect. D.13.v]: Design and Performance Provisions
6. [SSSWDR, Sect. D.13.vi]: Overflow Emergency Response Plan
7. [SSSWDR, Sect. D.13.vii]: Fats, Oils, and Grease Control Program
8. [SSSWDR, Sect. D.13.viii]: Capacity Management
9. [SSSWDR, Sect. D.13.ix]: Monitoring, Measurement, and Program Modifications
10. [SSSWDR, Sect. D.13.x]: Sewer System Management Plan Audit
11. [SSSWDR, Sect. D.13.xi]: Communication Program

The format for the audit report is as follows:

1. SSSWDR Section and/or Finding
2. Sufficiency Ranking
 - a. Ranking Basis
 - i. In Compliance: All requirements specified in the section are met.
 - ii. Substantial Compliance: The majority of requirements, with the exception of one or two are met.
 - iii. Partial Compliance: Half of the requirements stated are met.
 - iv. Marginal Compliance: Less than half of the requirements are met.
 - v. Out of Compliance: None of the requirements are met.
3. Reference Information
4. Deficiencies
5. Recommendation of steps and schedule to correct Deficiencies

At the conclusion of the audit process, MONSOON will document the results in a SSMP Audit Report. The report will be presented to the Board of Directors and include an identification of all deficiencies, if any, in the current SSMP and identify steps to correct them. Pending the conclusion of the presentation to the Board of Directors and receipt of input



P.O. Box 151
San Luis Obispo, CA 93406
(805) 280-1051
breely@monsoonconsultants.com

from Board members and District Staff, MONSOON will prepare an updated SSMP, which will address any identified deficiencies and / or modifications to the plan which are deemed appropriate. All work to be completed will be in collaboration with District staff.

Items Not Included In Scope of Work

The work to be provided by MONSOON is generally described as a “desktop” study with limited field / site reconnaissance. It should be noted that any costs required for permit fees, surveying, water and/or soils testing, legal, environmental studies, and any other services not specifically described in the Basic Scope of Work description above are not included in the fee and if requested by the client will be subject to a contract addendum.

Fee

MONSOON's fees for the scope of services described herein shall be based on manhours expended by staff, billed at the hourly rates presented below. Under no circumstances will the total cost of services to be provided by MONSOON, which are directly related to this matter, exceed \$28,000.00, without prior authorization from the client.

Labor Rates

Principal Engineer / Hydrologist	\$110.00 / Hr
Staff Engineer / Scientist	\$110.00 / Hr
GIS / CAD Technician	\$90.00 / Hr
Administrative Support Staff	\$45.00 / Hr

Schedule

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

Limit of Liability

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

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

Blaine T. Reely

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

January 15, 2018

Date

Acceptance by Client:

Client's Signature

Date

Printed Name

Firm/Company (Printed)



QUALIFICATIONS

PROPOSAL

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

INVOICE

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

CHANGE ORDER

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

WORK AUTHORIZATION

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

RESOLUTION NO. 2018-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE INTERIM
GENERAL MANAGER TO DIRECT THE DISTRICT ENGINEER TO PREPARE AN
AUDIT OF 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. The SWRCB action mandates the development of a Sanitary Sewer Management Plan (SSMP) and the reporting of Sanitary Sewer Overflows (SSO) using an electronic reporting system; and

WHEREAS, the current SSMP was adopted by the District at the September 23, 2010 SMCSB 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 August 2012; and

WHEREAS, the District Board of Directors desires to prepare an audit of the SSMP and update the plan as required, therefore the Board hereby authorizes the Interim General Manager to direct the District Engineer to perform an audit of the current SSMP and update the plan as the DE and District staff deem appropriate; and

WHEREAS, the Board authorizes the Interim General Manager to expend District funds, in an amount not to exceed Twenty Eight Thousand Dollars (\$28,000); and

WHEREAS, a Fiscal Year 2017-2018 budget amendment is needed for the costs associated with directing the District Engineer to perform the necessary services for the preparation of the audit of and update to the District's SSMP; and

WHEREAS, the Board authorizes District staff to effectuate a Fiscal Year 2017-2018 budget amendment as necessary.

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

On the motion of Director _____, seconded by Director _____ and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 25th day of January, 2018.

John Green, Board President

ATTEST:

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

December 25th, 2017

AGENDA ITEM: XI-5

SUBJECT: Review and Approve Resolution No. 2018-07 authorizing the Director of Utilities to contract with Monsoon Consulting to develop plans and specifications for the replacement of approximately 1400' of AC water line between Oak Drive and the SLT water tank at a cost not to exceed \$13,500. And authorized a budget adjustment and transfer from Capital Reserve to Water Fund Professional services engineering (50-326) in the same amount

RECOMMENDATION: Approve Resolution No. 2018-07 authorizing the Director of Utilities to contract with Monsoon Consulting to develop plans and specifications for the replacement of approximately 1400' of AC water line between Oak Drive and the SLT water tank at a cost not to exceed \$13,500. And authorized a budget adjustment and transfer from Capital Reserve to Water Fund Professional services engineering (50-326) in the same amount

BACKGROUND:

On Sunday January 7th, the district was alerted to a possible main leak in the canyons south of Oak Drive.

By Monday morning January 8th the leak had developed in to a critical failure of the main between Oak Drive and the SLT Tank. This failure led to a drop-in pressure for some residents on Oak Drive and San Pablo Drive. Staff was able to isolate the line and immediately restore pressure to the area, coliform samples were taken and no additional health hazards were identified.

After inspecting the failure site, it was found that the existing line was Asbestos Cement on a steep hill side. The failure was a section of approximately a 40' in length, with significant erosion of the hillside into the creek below.

Due to the fact that the line was buried less than 3' deep on a steep hillside and that it is AC pipe, there is a high possibility that additional joints have separated either at the bottom or top of the slope or elsewhere along the existing line.

An additional concern is that AC pipe has a tendency to continue to fail once initial failures start. So, if a minor chip occurs that may turn into a propagating crack.

The possibility that this line will fail again is significant. And possibly extremely costly.

NEXT STEPS:

Since the affected line is approximately 55- 65 years old and that it is constructed of Asbestos Cement (Presumably for its entire length), it should be replaced. Being that this line traverses 2 creeks, any additional failures may cause environmental damage in addition to water line damage at an unknown and potentially high cost.

Since this line is critical to maintain fire flow on the San Lawrence Terrace and is one of two lines that supply the SLT tank it is imperative that the line be replaced or repaired as quickly as possible.

After initial discussions with the District Engineer the initial replacement plan would include partial trench replacement and partial directional drill. The directional drilling portion would reduce the overall length of the line by straightening the elevation differences in the terrain, as well as reduce construction time and environmental impact.

FISCAL IMPACT

The proposal by Monsoon Consulting for the preparation of plans and specifications to put this project out to bid is \$13,500.

The construction cost, based on similar project data, is estimated at \$180,000. There may be additional costs associated with environmental requirements which are unknown at this time.

The cost to repair only the known damaged portion of the line was quoted at \$17,197. However, if the Board approves the replacement of the line in total we would not fix the line. So, this cost would not be incurred. If the Board declined to move forward with the immediate replacement of the water line then we would immediately contract the repair. Most likely the District would see additional charge as the length of the repair grew.

Costs to replace this water line can be funded from Capital Reserve funds.

Current Water Capital Reserve amount is \$653,516

RECOMMENDATION

Approve Resolution No. 2018-07 authorizing the Director of Utilities to contract with Monsoon Consulting to develop plans and specifications for the replacement of approximately 1400' of AC water line between Oak Drive and the SLT water tank at a cost not to exceed \$13,500. And authorized a budget adjustment and transfer from Capital Reserve to Water Fund Professional services engineering (50-326) in the same amount.

PREPARED BY:

Kelly Dodds

Kelly Dodds, Director of Utilities

Attachment: Resolution 2018-07, Proposal from Monsoon Consulting

RESOLUTION NO. 2018-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE
DIRECTOR OF UTILITIES TO CONTRACT WITH MONSOON CONSULTING TO
DEVELOP PLANS AND SPECIFICATIONS FOR A REPLACEMENT WATER LINE
BETWEEN OAK DRIVE AND THE SLT TANK.**

WHEREAS, San Miguel Community Services District (“District”) owns and operates a Potable Water Distribution system including water wells and mains within its boundaries;

WHEREAS, one of the two water mains between Oak Drive and the SLT Tank suffered a critical failure on January 8th 2018;

WHEREAS, the loss of this water main would be detrimental to the sustainability of fire flows and the ability to provide potable water in the event of a failure on the other supply line; and

WHEREAS, the Board of Directors recognizes that repairs such as this cannot always be planned and budgeted;

WHEREAS, the Board of Directors recognizes that additional appropriations must be authorized from capital reserve to perform these repairs:

WHEREAS, the Board of Directors authorizes an appropriation from Water Capital Reserve in the amount of \$13,500 to professional services engineering (50-326); and

WHEREAS, the Board of Directors authorizes the Director of Utilities to contract with Monsoon Consulting to develop plans and specifications for the replacement of this line;

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

On the motion of Director _____, seconded by Director _____ and on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 25th day of January 2018.

Rob Roberson, Interim General Manager

John Green, Board President

ATTEST:

Douglas L. White, District General Counsel



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No. P2018.01.004

X

Proposal
 Invoice
 Change Order No.
 Work Authorization

Submitted To:	Project Information:
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Client:	San Miguel Community Services District	Project Name:	Engineering, Construction Documentation & Permitting for Replacement of 1400 LF +/- of 6-in A.C. Waterline
Attn:	Kelly Dodds / Director of Utilities	Project No.:	2018.01.004
Address:	1150 Mission Street San Miguel, California 93451	Proposal Date:	January 16, 2018
E-mail:	kelly.dodds@sanmiguelcsd.org	Location:	San Miguel, California
Phone:	(805) 467-3388	Owner:	San Miguel CSD
Fax:	N/A		

Monsoon Consultants (MONSOON) Hereby Submits: Our fee proposal and work authorization for . . .
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Basic Scope of Work

The San Miguel Community Services District Director of Utilities has requested a proposal from MONSOON to provide design, engineering, construction documentation & bidding / construction phase assistance for the replacement of approximately 1400 LF of existing 6-in A.C. waterline with new 8-in HDPE waterline. The subject waterline segment is located in the San Lawrence Terrace area and extends between the east end of Oak Drive and the SLT 50,000 gallon water storage tank. This line is important because it provides a looped water service to the majority of SLT customers and with it out of service, the capacity of the District's water distribution system to meet peak water demands and fire demands in this area of the service area is severely diminished. Based on site inspections, it appears that multiple segments of the existing 6-in A.C. pipeline have failed on a relatively steep hillside and it is unknown what the total length of pipeline has been impacted. The segment of pipe to be replaced is constructed of asbestos cement and was believed to be installed in the 1960's or earlier. Previous experience in repairing failed A.C. pipeline has proven problematic because the pipe materials have become extremely brittle and friable over time. After inspection and subsequent discussions, the Director of Utilities and the District Engineer have recommended that the entire 1400 LF section of pipeline be replaced with new 8-in HDPE pipeline. The alignment crosses two (2) unnamed tributaries which are recommended to be installed using horizontal directional drilling (HDD) methods. The remainder of the new pipe will be installed using conventional trench and backfill methods. For budgeting purposes, a preliminary construction cost was prepared by MONSOON (see attached). Based on a review of recent construction cost data, we believe that the construction cost to replace the subject waterline will be approximately \$180,000.

The scope of services to be provided shall be generally described as follows:

- Data Collection
 - Initial Data Acquisition: Collect data from existing District and County records to determine the presence and location of existing ROW and utility easement boundaries. In addition,

MONSOON will investigate the presence of potentially affected utilities and integrate those into the design of the proposed improvements.

- Topographic Survey: Monsoon will identify the scope of work and coordinate the activities of a surveyor who will perform a topographic survey for the design work, including the following: Establish vertical and horizontal control on established datum's and perform topographic survey as required to develop our design and produce construction and bidding documents. If required, MONSOON will work with the District to locate and stake the boundaries of the existing utility easements / ROW that are determined to exist. The cost associated with the required surveying services is included in MONSOON's fee estimate which is discussed in a subsequent section of this proposal.
- Engineering Preliminary Design
 - MONSOON will consult and coordinate with District staff to establish design criteria, pipeline alignments, sizes and appurtenances. MONSOON will utilize topographic mapping, utility atlas data, field inspection, "As-Built" construction drawings, District staff institutional knowledge, and applicable regulations, to develop recommendations for design criteria, recommended alignments, constructability, utility avoidance, protection of natural resources, and water service disruption avoidance.
- Engineering Final Design
 - Preparation of Construction Documents: For purposes of this proposal, MONSOON plans on submitting a 50% Design Development set of drawings, and a 90% Construction Document set for District review prior to the Final Bid Documents. The design drawings will be 24"x36" design plan sheets in conformance with District and County design standards, and include the following, at a minimum:
 - A. Cover Sheet
 - B. General Site Plan
 - 1. All topographic features, including utility alignments, hydrants, valves, and appurtenances will identified, as well as locations of service connections, and other topographic features deemed appropriate.
 - 2. All existing ROW / easements.
 - C. Waterline Plan and Profile
 - 1. Include pipe size, material and overall length
 - 2. Location and details pertaining to pipeline segments to be installed using trenchless construction methods.
 - 3. Locate appurtenances such as hydrants, fittings, service connections, etc.
 - 4. Location of other utilities which may be affected during the construction process.
 - D. Miscellaneous Details
 - 1. Sheets will contain details on items as necessary. Wherever possible, District Standard and/or other San Luis Obispo County Standard details and specifications will be used to minimize the need for specialized equipment detailing.
 - Technical Specifications: MONSOON will prepare technical specifications and combine with the District's upfront general specifications for a complete set of biddable construction documents. This will include reviewing the District's upfront portion and incorporating the appropriate project specific information. Technical specifications will be included at the 50% Design Development submittal, and the complete specifications package will be included at the 90% Construction Document submittal.
 - Bid Schedule and Engineer's Estimate: Along with the final plans and specifications, the MONSOON team will prepare a bid schedule and an accompanying Engineer's Estimate of Probable Cost to give the District an idea of what the project will cost to construct. This estimate will be included in the 50%, 90%, and final submittal packages.



- Coordination Meetings: The MONSOON design team will meet to review the 50% and 90% submittal drawings with District staff upon review to go over comments, questions, and items to incorporate into the final package.
- Bidding & Construction Support
 - Attend Pre- Bid meeting and respond to bidders questions. Issue Addendums as required. Attend bid opening and prepare a bid tabulation, including a recommendation for contract award. Assist the District in contract award and contract documentation.
 - Respond to RFI's: The MONSOON design team will respond to RFI's during the bidding period and throughout the construction period regarding the design.
 - Preparation of Record Drawings: The MONSOON design team will incorporate mark-ups delivered by the District from the Contractor into the CAD drawings. Final deliverable to the District will include a PDF file, CAD files, and a hard copy set of the drawings.
 - Necessary Redesign based on field conditions: The MONSOON design team will redesign as necessary based on actual field conditions encountered during the project. If necessary, MONSOON will prepare Field Orders and / or Change Orders as appropriate.
 - Additional Construction Support: Other services that may be included are review of submittals, permit compliance, SWPPP compliance, construction management, or construction inspection. For purposes of the proposal, no time is attributed to these services, and they can be performed on a time and materials to a maximum basis or other amount estimated based on services selected by the District.
- Meetings & Reports
 - MONSOON will participate in coordination and progress meetings as may be required to insure that the project is progressing efficiently and that the District staff is satisfied with project progress and quality. Our project manager will attend all meetings, at the request of the District.

Items Not Included In Scope of Work

It should be noted that any costs required for any other services not specifically described in the Basic Scope of Work description above are not included in the estimated fee and if requested by the client will be subject to a contract addendum. There will be a requirement for a 3rd Party Surveyor to perform a pre-design topographic survey. Monsoon will provide the scope of work for the survey and procure the services of a surveyor sub-consultant. The cost of the survey shall be included in Monsoon's fee. In addition to the 3rd Party Surveyor, there may be a requirement for environmental review services and a soils investigation. Any costs associated with environmental and/or soils investigations or review are not included in the fee estimate presented below.

Fee

MONSOON's fees for the scope of services described herein shall be based on manhours expended by staff, billed at the hourly rates presented below. Under no circumstances will the total cost of services to be provided by MONSOON, which are directly related to this matter, exceed \$13,500.00, without prior authorization from the client

Labor Rates

Principal Engineer / Hydrologist	\$110.00 / Hr
Staff Engineer / Scientist	\$110.00 / Hr
GIS / CAD Technician	\$90.00 / Hr
Administrative Support Staff	\$45.00 / Hr



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Schedule

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

Limit of Liability

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

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

Blaine T. Reely

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

January 16, 2018

Date

Acceptance by Client:

Client's Signature

Date

Printed Name

Firm/Company (Printed)



QUALIFICATIONS

PROPOSAL

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

INVOICE

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

CHANGE ORDER

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

WORK AUTHORIZATION

1. Work authorization date is the signature date of the Client or Client's authorized representative.
2. Acceptance signatures are considered by MONSOON to be binding for the Client.
3. Work authorization in conjunction with a proposal or change order constitutes acceptance of the proposal or change order.



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4. **MONSOON WILL NOT PROCEED WITH THE WORK OR INCUR ANY COSTS ASSOCIATED WITH A PROPOSAL OR CHANGE ORDER WITHOUT AN ACCEPTANCE SIGNATURE FOR WORK AUTHORIZATION.**

**SAN MIGUEL CSD
SLT 6" AC WATERLINE REPLACEMENT PROJECT
PRELIMINARY ENGINEERS ESTIMATE
JANUARY 16, 2018**

ENGINEERS ESTIMATE (PRELIMINARY)					
No.	WORK ITEM	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID TOTAL PRICE
DIVISION 01 - GENERAL REQUIREMENTS					
1	Mobilization, Demobilization and Site Cleanup	LS	1	\$14,000.00	\$14,000
DIVISION 02 - EXISTING CONDITIONS					
2	Construction Survey	LS	1	\$7,500.00	\$7,500
DIVISION 31 - EARTHWORK					
3	Sheeting, Shoring and Bracing	LS	1	\$4,000.00	\$4,000
4	Hydroseeding	LS	1	\$5,000.00	\$5,000
DIVISION 33 - UTILITIES					
5	Abandon 6" Pipe On Site	LS	1	\$2,000.00	\$2,000
6	SLT Tank Site Piping and Fittings	LS	1	\$2,500.00	\$2,500
7	6" x 8" Reducers	LS	2	\$1,500.00	\$3,000
8	8" x 8" HDPE Flanged Couplers	LS	1	\$1,500.00	\$1,500
10	2" Air Relief Valve Assembly	LS	2	\$3,500.00	\$7,000
11	2" Blowoff Assembly	EA	2	\$3,500.00	\$7,000
12	8" Gate Valve	EA	4	\$1,600.00	\$6,400
13	8" HDPE Piping (Trench & Backfill)	LF	835	\$85.00	\$70,975
14	8" HDPE Piping (HDD)	LF	565	\$115.00	\$64,975
15	SWPPP / Sediment & Erosion Control	LS	1	\$4,500.00	\$4,500
CONSTRUCTION ESTIMATE (PRELIMINARY): SLT 6-IN A.C. WATERLINE REPLACEMENT PROJECT					\$178,850