



Agenda -

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President
Anthony Kalvans, Director

Ashley Sangster, Vice President
Hector Palafox, Director
Joseph Parent, Director

THURSDAY, May 2, 2019

6:00 P.M. Closed Session 6:30 P.M. Opened 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: *Green*___ *Parent*___ *Palafox*___ *Kalvans*___ *Sangster*___

IV. Approval of Regular Meeting Agenda:

M_____ **S**_____ **V**_____

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

A. CLOSED SESSION AGENDA:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

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

Title: General Manager

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Pursuant to Government Code §54957)

Title: Fire Chief

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Pursuant to Government Code §54957)

Title: Assistant Fire Chief

VI. Call to Order for Regular Board Meeting/Report out of Closed Session: None

VII. Public Comment and Communications for items not on the Agenda: None

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

VIII. Special Presentations/Public Hearings/Other: None

IX. Staff & Committee Reports – Receive & File: None

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.

XI. BOARD ACTION ITEMS:

- 1. Review, Discuss, Receive and File the Enumeration of Financial Report for March 2019** (Freeman)
 - A. Claims Detail Report 3-2019
 - B. Statement of Revenue Budget vs Actuals 3-2019
 - C. Rev Budget vs Actual Summary 3-2019
 - D. Statement of Expenditures Budget vs Actual 3-2019
 - E. Cash Report 3-2019

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

M_____ S_____ V_____

- 2. Receive and discuss presentation on current financial status of the San Miguel Community Services District.**

Recommendation: Provide comments to Staff after reviewing financial presentation.

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

- 3. Receive and discuss presentation on proposed Fiscal Year 2019-2020 Operation and Maintenance Budget for San Miguel Community Services District.**

Recommendation: Provide comments to Staff after reviewing proposed budget presentation.

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

- 4. Adopt a Resolution approving an employment agreement of the Assistant Fire Chief/Fire Prevention Officer Scott Young and authorizing the General Manager to execute and enter into the agreement on behalf of the District and approve a FY2018-19 Budget Adjustment.**

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

M_____ S_____ V_____

- 5. Adopt a Resolution 2019-20 approving an employment agreement of the General Manager/Fire Chief Robert Roberson and authorizing the Board President to execute and enter into the agreement on behalf of the District and approve a FY2018-19 Budget Adjustment.**

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 05-23-2019

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 April 29, 2019



San Miguel Community Services District

Board of Directors Staff Report

March 25, 2019

AGENDA ITEM: XI-1

SUBJECT: Bookkeeper Report for March 2019

RECOMMENDATION: Review and File the Enumeration of the Financial Reports for March 2019

March 2019 Payroll Expense: CSD, \$33,299.16 Fire Department \$7,657.75 (including all liabilities) this amount has not been posted in the Black Mountain System as of yet, we are working on the Journal Voucher templet with the CPA.

March 2019 Income: \$215,344.29

March 2019 Expenses: \$82,042.59 (not including payroll)

1. Monsoon \$34,925.00
2. Mooring Tech \$6,995.00 Tough Books
3. Coblenz Biehl & Cramer \$2,670.00 Payroll, Benefits, AJE
4. SLO County Recorder \$2,583.00 Election
5. Shore Tek \$2,030.59 Road Barricades
6. FGL \$1,922.00 Testing
7. Master Meter \$1,500.00 Master Link support
8. HACH \$1,171.57 Chlorine Free CL17
9. Local IT \$1,110.00 IT Service March
10. Red Helmet Training \$900.00

Recommendation: Review and File the Enumeration of the Financial Reports for February 2019
This item is for information and discussion only.

PREPARED BY:

Paola Freeman Paola Freeman, Bookkeeper

SAN MIGUEL COMMUNITY SERVICES DISTRICT FINANCIAL SUMMARY

(July 1st 2018 Thru March 2019)

75% OF YEAR COMPLETED

20-FIRE

O&M REVENUE			O&M EXPENSE				
BUDGETED	ACTUAL YTD	% RECEIVED	BUDGETED	ACTUAL YTD	REMAINING	% EXPENDED	
\$ 500,143	\$ 272,952	55%	\$ 484,718	\$ 255,718	\$ 229,000	53%	
Operating funds			Capital funds				
		Carryover from FY17-18	\$ 195,678			Carryover from FY17-18	\$ 216,329
		Received in FY 18-19	\$ 272,952			Received in FY 18-19	\$ 47,934
		Expended in FY 18-19	\$ 255,718			Expended in FY 18-19	\$ 22,891
		Operating Balance	\$ 212,913			Capital Balance	\$ 241,373

30-LIGHTING

O&M REVENUE			O&M EXPENSE				
BUDGETED	ACTUAL YTD	% RECEIVED	BUDGETED	ACTUAL YTD	REMAINING	% EXPENDED	
\$ 108,906	\$ 72,108	66%	\$ 81,886	\$ 29,407	\$ 52,479	36%	
Operating funds			Capital funds				
		Carryover from FY17-18	\$ 157,708			Carryover from FY17-18	\$ 70,116
		Received in FY 18-19	\$ 72,108			Received in FY 18-19	\$ -
		Expended in FY 18-19	\$ 29,407			Expended in FY 18-19	\$ -
		Operating Balance	\$ 200,409			Capital Balance	\$ 70,116

40- WASTEWATER

O&M REVENUE			O&M EXPENSE				
BUDGETED	ACTUAL YTD	% RECEIVED	BUDGETED	ACTUAL YTD	REMAINING	% EXPENDED	
\$ 843,810	\$ 547,101	65%	\$ 578,487	\$ 345,042	\$ 233,446	60%	
Operating funds			Capital funds				
		Carryover from FY17-18	\$ (282,434)			Carryover from FY17-18	\$ 581,285
		Received in FY 18-19	\$ 547,101			Received in FY 18-19	\$ 36,990
		Expended in FY 18-19	\$ 345,042			Expended in FY 18-19	\$ 222,575
		Operating Balance	\$ (80,374)			Capital Balance	\$ 395,699

SAN MIGUEL COMMUNITY SERVICES DISTRICT FINANCIAL SUMMARY

50- WATER

O&M REVENUE			O&M EXPENSE				
BUDGETED	ACTUAL YTD	% RECEIVED	BUDGETED	ACTUAL YTD	REMAINING	% EXPENDED	
\$ 777,474	\$ 590,023	76%	\$ 1,077,592	\$ 803,428	\$ 274,164	75%	
Operating funds			Capital funds				
		Carryover from FY17-18			\$ (223,341)	Carryover from FY17-18	\$ (294,891)
		Received in FY 18-19			\$ 590,023	Received in FY 18-19	\$ 37,620
		Expended in FY 18-19			\$ 803,428	Expended in FY 18-19	\$ -
		Operating Balance			\$ (436,745)	Capital Balance	\$ (257,271)

60-SOLID WASTE

O&M REVENUE			O&M EXPENSE			
BUDGETED	ACTUAL YTD	% RECEIVED	BUDGETED	ACTUAL YTD	REMAINING	% EXPENDED
\$ 32,323	\$ 27,223	84%	\$ 16,688	\$ 2,200	\$ 14,488	13%
Operating funds						
		Carryover from FY17-18			\$ 61,946	
		Received in FY 18-19			\$ 27,223	
		Expended in FY 18-19			\$ 2,200	
		Operating Balance			\$ 86,969	

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 3/19

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Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4705	17725S	394 AMERICAN WATER WORKS ASSOCIATION	105.00					
		Customer ID No. 02658720 Order No. 7001655563						
		Membership 05/01/19 - 04/30/20						
1	7001655563	01/25/19 Membership Renewal	105.00*			50 65000	385	10200
		Total for Vendor:	105.00					
4747	17740S	593 ASHLEY SANGSTER	100.00					
		Board Member Stipend March 28, 2019 meeting						
1	March 2019 03/28/19	March 2019 Board Mtg	16.50			20 62000	111	10200
2	March 2019 03/28/19	March 2019 Board Mtg	3.00			30 63000	111	10200
3	March 2019 03/28/19	March 2019 Board Mtg	40.00			40 64000	111	10200
4	March 2019 03/28/19	March 2019 Board Mtg	40.00			50 65000	111	10200
5	March 2019 03/28/19	March 2019 Board Mtg	0.50			60 66000	111	10200
		Total for Vendor:	100.00					
4674	17700S	34 BLAKE'S INC	53.48					
1	1264473	01/29/19 Plumbing & Heating	1.78			40 64000	351	10200
2	1267845	02/15/19 Flash Light	25.85			40 64000	305	10200
3	1267845	02/15/19 Flash Light	25.85			50 65000	305	10200
		Total for Vendor:	53.48					
4724	-99748E	416 CALPERS	880.96					
		Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016 Rate Plan 4680						
1	15597708	03/01/19 Annual Unfunded Accrued Liab	145.36*			20 62000	990	10200
2	15597708	03/01/19 Annual Unfunded Accrued Liab	26.43*			30 63000	990	10200
3	15597708	03/01/19 Annual Unfunded Accrued Liab	352.38*			40 64000	990	10200
4	15597708	03/01/19 Annual Unfunded Accrued Liab	352.38*			50 65000	990	10200
5	15597708	03/01/19 Annual Unfunded Accrued Liab	4.41*			60 66000	990	10200
4725	-99747E	416 CALPERS	66.79					
		Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016 Rate Plan 26019						
1	15597715	03/01/19 Annual Unfunded Accrued Liab	11.02*			20 62000	990	10200
2	15597715	03/01/19 Annual Unfunded Accrued Liab	2.00*			30 63000	990	10200

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Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3	15597715	03/01/19 Annual Unfunded Accrued Liab	26.72*			40 64000	990	10200
4	15597715	03/01/19 Annual Unfunded Accrued Liab	26.72*			50 65000	990	10200
5	15597715	03/01/19 Annual Unfunded Accrued Liab	0.33*			60 66000	990	10200
4745	-99727E	416 CALPERS	4,291.48					
CalPers 1800 Health								
1	CalPers 1800	Health	53.62			20 62000	205	10200
2	CalPers 1800	Health	22.90			20 21810		10200
3	CalPers 1800	Health	71.51			30 63000	205	10200
4	CalPers 1800	Health	5.01			30 21810		10200
5	CalPers 1800	Health	1,540.19			40 64000	205	10200
6	CalPers 1800	Health	105.13*			40 64000	206	10200
7	CalPers 1800	Health	417.87			40 21810		10200
8	CalPers 1800	Health	1,540.19			50 65000	205	10200
9	CalPers 1800	Health	105.13*			50 65000	206	10200
10	CalPers 1800	Health	417.87			50 21810		10200
11	CalPers 1800	Health	12.03			60 66000	205	10200
12	CalPers 1800	Health	0.03			60 21810		10200
Total for Vendor:			5,239.23					
4673	17701S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	78.44					
Acct No. 013014								
1	435109	02/26/19 Maint Contract 3/4/19 ~ 4/3/19	32.50*			40 64000	334	10200
2	435109	02/26/19 Maint Contract 3/4/19 ~ 4/3/19	32.50*			50 65000	334	10200
3	435109	02/26/19 Overage Charges 2/4 ~ 3/3/19	6.72*			40 64000	334	10200
4	435109	02/26/19 Overage Charges 2/4 ~ 3/3/19	6.72*			50 65000	334	10200
Total for Vendor:			78.44					
4692	17716S	67 CHARTER COMMUNICATIONS	309.94					
Acct# 8245-10-105-0027311 Spectrum Business Internet/Voice								
Service 3/11/19 ~ 4/10/19								
1	7311030119	03/01/19 Internet/Voice	103.31*			20 62000	375	10200
2	7311030119	03/01/19 Internet/Voice	103.32			40 64000	375	10200
3	7311030119	03/01/19 Internet/Voice	103.31			50 65000	375	10200
Total for Vendor:			309.94					

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Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4686	17717S	583 COBLENTZ BIEHLE & CRAMER	6,150.00					
		Fixed Assets, GASB, A/P Bank Rec, Fire Association						
1	5377 02/28/19	Fixed Assets, GASB, A/P Bank R	990.00*			20 62000	325	10200
2	5377 02/28/19	Fixed Assets, GASB, A/P Bank R	180.00			30 63000	325	10200
3	5377 02/28/19	Fixed Assets, GASB, A/P Bank R	2,400.00			40 64000	325	10200
4	5377 02/28/19	Fixed Assets, GASB, A/P Bank R	2,400.00			50 65000	325	10200
5	5377 02/28/19	Fixed Assets, GASB, A/P Bank R	30.00			60 66000	325	10200
6	5377 02/28/19	Fire Association	150.00*			20 62000	325	10200
4751	17744S	583 COBLENTZ BIEHLE & CRAMER	2,670.00					
		Payroll, Benefits, AJE's Discussion w/CSD						
1	5550 03/30/19	Payroll, Benefits, AJE's	440.55*			20 62000	325	10200
2	5550 03/30/19	Payroll, Benefits, AJE's	80.10			30 63000	325	10200
3	5550 03/30/19	Payroll, Benefits, AJE's	1,068.00			40 64000	325	10200
4	5550 03/30/19	Payroll, Benefits, AJE's	1,068.00			50 65000	325	10200
5	5550 03/30/19	Payroll, Benefits, AJE's	13.35			60 66000	325	10200
		Total for Vendor:	8,820.00					
4763	17745S	429 COUNTY OF SAN LUIS OBISPO - EH	199.30					
		ACCT# AR0011381						
1	IN0120071 03/08/19	Cross Connection -Admin Fee	199.30			50 65000	362	10200
		Total for Vendor:	199.30					
4687	17718S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
		Acct#8000653						
1	980492A 02/25/19	Metals	67.00			50 65000	358	10200
4688	17718S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
		Acct#8000653						
1	980289A 02/27/19	Coliform-Colilert~Wet Chem	225.00			50 65000	359	10200
4689	17718S	112 FGL - ENVIRONMENTAL ANALYTICAL	173.00					
		Acct#8000653						
1	980242A 02/25/19	CCR2018 Multi Source Jan RPT	173.00			50 65000	359	10200

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Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4703	17727S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	980733A	04/17/19 Metals	67.00			50 65000	358	10200
4752	17746S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	980734A	03/21/19 Coliform	67.00			50 65000	359	10200
4753	17746S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	980802A	03/28/19 Metals	67.00			50 65000	358	10200
4754	17746S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	980629A	03/28/19 Metals	67.00			50 65000	358	10200
4774	17762S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	980860A	04/04/19 Metals	67.00			50 65000	358	10200
4775	17762S	112 FGL - ENVIRONMENTAL ANALYTICAL	198.00					
	Acct#8000653							
1	980735A	03/28/19 Coliform-Quanti Tray 100	66.00			50 65000	356	10200
2	980735A	03/28/19 Coliform-Quanti Tray 100	66.00			50 65000	357	10200
3	980735A	03/28/19 Coliform-Quanti Tray 100	66.00			50 65000	358	10200
4783	17762S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	980943A	04/11/19 Metals	67.00			50 65000	358	10200
4784	17762S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
	Acct#8000653							
1	980859A	04/04/19 Coliform-Colilert~Wet Chem	45.00			50 65000	356	10200
2	980859A	04/04/19 Coliform-Colilert~Wet Chem	45.00			50 65000	357	10200
3	980859A	04/04/19 Coliform-Colilert~Wet Chem	135.00			50 65000	359	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4785	17762S	112 FGL - ENVIRONMENTAL ANALYTICAL	565.00					
	Acct#8000653							
1	980732A	04/04/19 metals - wet chem	565.00			40 64000	355	10200
4786	17762S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	981005A	04/15/19 Metals	67.00			50 65000	358	10200
		Total for Vendor:	1,922.00					
4690	17719S	308 FRONTIER COMMUNICATIONS	75.17					
	Acct #805-467-2015-051216-5	Service from 3/01/19 to 3/31/19						
1	March 2019	03/01/19 SCADA	37.59			40 64000	310	10200
2	March 2019	03/01/19 SCADA	37.58			50 65000	310	10200
4755	17747S	308 FRONTIER COMMUNICATIONS	56.58					
	Acct #805-467-2818-010412-5	Service from 03/22/19 ~ 04/21/19						
1	01/22/19	03/22/19 SCADA	28.29			40 64000	310	10200
2	01/22/19	03/22/19 SCADA	28.29			50 65000	310	10200
		Total for Vendor:	131.75					
4756	17748S	126 GREEN, JOHN	100.00					
	Board Member Stipend	March 28, 2019 meeting						
1	March 2019	03/28/19 March 2019 Board Mtg	16.50			20 62000	111	10200
2	March 2019	03/28/19 March 2019 Board Mtg	3.00			30 63000	111	10200
3	March 2019	03/28/19 March 2019 Board Mtg	40.00			40 64000	111	10200
4	March 2019	03/28/19 March 2019 Board Mtg	40.00			50 65000	111	10200
5	March 2019	03/28/19 March 2019 Board Mtg	0.50			60 66000	111	10200
		Total for Vendor:	100.00					
4679	17703S	999999 GREG DICKSON	750.00					
	Will Serve refund	965 L Street APN#021-322-013						
	Greg Dickson							
1	965 L Str	03/05/19 Will Serve refund	375.00*			40 64000	805	10200
2	965 L Str	03/05/19 Will Serve refund	375.00*			50 65000	805	10200
		Total for Vendor:	750.00					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4757	17749S	129 HACH	568.17					
Acct#292463								
1	11393863	03/25/19 Chlorine Free CL17	189.39			50 65000	356	10200
2	11393863	03/25/19 Chlorine Free CL17	189.39			50 65000	357	10200
3	11393863	03/25/19 Chlorine Free CL17	189.39			50 65000	358	10200
4758	17749S	129 HACH	603.40					
Acct#292463								
1	11384311	03/18/19 Chlorine Free CL17	201.13			50 65000	356	10200
2	11384311	03/18/19 Chlorine Free CL17	201.13			50 65000	357	10200
3	11384311	03/18/19 Chlorine Free CL17	201.14			50 65000	358	10200
Total for Vendor:			1,171.57					
4760	17750S	621 HECTOR PALAFOX	100.00					
Board Member Stipend March 28, 2019 meeting								
1	March 2019	03/28/19 March 2019 Board Mtg	16.50			20 62000	111	10200
2	March 2019	03/28/19 March 2019 Board Mtg	3.00			30 63000	111	10200
3	March 2019	03/28/19 March 2019 Board Mtg	40.00			40 64000	111	10200
4	March 2019	03/28/19 March 2019 Board Mtg	40.00			50 65000	111	10200
5	March 2019	03/28/19 March 2019 Board Mtg	0.50			60 66000	111	10200
Total for Vendor:			100.00					
4759	17751S	134 HELPING HAND HEALTH EDUCATION	88.00					
Safety Training (Renewal Course) - CPR Rob Roberson Instructor								
Sinclair, Rojas, Roberson, Young, Buckman, Taylor, Ventura, Sackett								
1	206	03/20/18 CPR Renewal Course	88.00			20 62000	386	10200
Total for Vendor:			88.00					
4670	17705S	626 JOHN DEER FINANCIAL	54.51					
1	523930	01/23/19 Parts	54.51			40 64000	582	10200
Total for Vendor:			54.51					

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4700	17728S	510 LOCAL IT EXPERTS	1,110.50					
1	163 03/15/19	IT Service~ March 2019	99.00*			20 62000	334	10200
3	163 03/15/19	IT Service~ March 2019	18.00			30 63000	334	10200
4	163 03/15/19	IT Service~ March 2019	267.50*			40 64000	334	10200
5	163 03/15/19	IT Service~ March 2019	267.50*			50 65000	334	10200
6	163 03/15/19	IT Service~ March 2019	3.00			60 66000	334	10200
7	163 03/15/19	IT Service~ March 2019	55.00*			20 62000	334	10200
8	163 03/15/19	Setup Toughpads	200.25			40 64000	475	10200
9	163 03/15/19	Setup Toughpads	200.25			50 65000	475	10200
		Total for Vendor:	1,110.50					
4652	17692S	430 MASTER METER, INC.	1,500.00					
		Customer #0212020 April 1, 2019 - March 31, 2020						
1	196977 02/15/19	Masterlink - Support & Maint.	1,500.00*			50 65000	334	10200
		Total for Vendor:	1,500.00					
4661	17693S	999999 MATTHEW STILES	65.00					
		State Water Resource Control Board Examination						
1	CK1378 02/26/19	T-2 Exam	65.00			50 65000	386	10200
		Total for Vendor:	65.00					
4694	17720S	606 MICHAEL SOBOTKA	155.00					
		Grade II WasteWater Treatment Plant Operator Examination Michael Sobotka						
1	041319 03/13/19	Examination 4-13-19	155.00			40 64000	386	10200
		Total for Vendor:	155.00					
4709	17729S	559 MONSOON VENTURES, INC.	1,430.00					
		Meeting with Kelly and Tamara to discuss project status and program future work Attended monthly GSA meeting						
1	2359 03/19/19	Mtings,GSA DE Rpt,WWTP Rpt	715.00			40 64000	326	10200
2	2359 03/19/19	Mtings,GSA DE Rpt,WWTP Rpt	715.00			50 65000	326	10200

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4710	17729S	559 MONSOON VENTURES, INC. GSP/GSA Meetings 1-2-19 thru 3/11/19	4,785.00					
2	2360	03/19/19 GSP/GSA Meetings	4,785.00*			50 65000	324	10200
4711	17729S	559 MONSOON VENTURES, INC. CDBG workshop, Prepared draft CDBG Grant Application, SLO County BOS meeting made short presentation on 10th and 11th Street WL Funding request work 9/13/19 ~ 3/20/19	4,311.00					
1	2361	03/19/19 SLO Cty BOS mting Grant App	4,311.00			50 65000	326	10200
4712	17729S	559 MONSOON VENTURES, INC. Set up GIS files for wall map Atlas, Set up ArcGIS database 1/28/19 - 3/13/19	3,500.00					
1	2362	03/19/19 Set up GIS files for wall map	1,750.00			40 64000	326	10200
2	2362	03/19/19 Set up ArcGIS database	1,750.00			50 65000	326	10200
4713	17729S	559 MONSOON VENTURES, INC. Fire Hydrant Database & Exhibit	945.00					
1	2363	03/19/19 Fire Hydrant Database & Exhib	945.00			50 65000	326	10200
4714	17729S	559 MONSOON VENTURES, INC. EPANET update 9th and 10th Street	1,509.00					
1	2365	03/19/19 EPANET update	1,509.00			50 65000	326	10200
4715	17729S	559 MONSOON VENTURES, INC. Electrical Load Analysis Resolution No. 2018-29	585.00					
1	2364	03/19/19 Electrical Load Analysis	585.00		16	40 64000	586	10200
4716	17729S	559 MONSOON VENTURES, INC. WWTP Upgrade Expansion Engineering Study Resolution No. 2018-29 From 12/17/19 to 3/20/19	16,870.00					
1	2366	03/19/19 Upgrade Expansion Engineering	16,870.00		16	40 64000	586	10200

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4717	17729S	559 MONSOON VENTURES, INC. Expansion CEQA Initial Study Resolution No. 2018-29	990.00					
1	2367	03/19/19 Expansion CEQA Initial Study	990.00		16	40 64000	586	10200
		Total for Vendor:	34,925.00					
4701	17730S	627 Mooring Tech, Inc. Tablet/Toughpad, desktop cradle	6,650.00					
1	702937	03/11/19 Tablet/Toughpad	3,325.00			40 64000	475	10200
2	702937	03/11/19 Tablet/Toughpad	3,325.00			50 65000	475	10200
4702	17730S	627 Mooring Tech, Inc. Tablet/Toughpad, desktop cradle	345.00					
1	702945	03/15/19 Tablet/Toughpad	345.00*			20 62000	475	10200
		Total for Vendor:	6,995.00					
4719	17731S	999999 OSCAR SIDA C/O MATTHEW SCHMIDT Water & Sewer Deposit Refund 1510 Bonita Place	47.46					
1	21082-02	03/15/19 Water & Sewer deposit refund	47.46			50 20550		10200
		Total for Vendor:	47.46					
4761	17752S	547 PARENT, JOSEPH Board Member Stipend March 28, 2019 meeting	100.00					
1	March 2019	03/28/19 March 2019 Board Mtg	16.50			20 62000	111	10200
2	March 2019	03/28/19 March 2019 Board Mtg	3.00			30 63000	111	10200
3	March 2019	03/28/19 March 2019 Board Mtg	40.00			40 64000	111	10200
4	March 2019	03/28/19 March 2019 Board Mtg	40.00			50 65000	111	10200
5	March 2019	03/28/19 March 2019 Board Mtg	0.50			60 66000	111	10200
		Total for Vendor:	100.00					
4762	17753S	203 PASO ROBLES SAFE & LOCK, INC. Customer #24061	274.97					
1	146644	03/25/19 Locks and Key (24)	274.97			50 65000	305	10200
		Total for Vendor:	274.97					

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4720	17732S	208 PG&E	1,174.36					
Acct #8565976480-8								
1	8565976480	03/19/19 12th & K 8565976725	9.72			30 63000	381	10200
2	8565976480	03/19/19 Tract 2605 - 8565976109	39.02			30 63000	381	10200
3	8565976480	03/19/19 Mission Heights - 85659764	182.09			30 63000	381	10200
4	8565976480	03/19/19 9898 River Rd. - 856597600	358.97			30 63000	381	10200
5	8565976480	03/19/19 9898 River Rd. - 856597600	47.24			30 63000	381	10200
6	8565976480	03/19/19 9898 River Rd. - 856597600	220.83			30 63000	381	10200
7	8565976480	03/19/19 9898 River Rd. - 856597601	73.99			30 63000	381	10200
8	8565976480	03/19/19 9898 River Rd. - 856597648	49.63			30 63000	381	10200
9	8565976480	03/19/19 9898 River Rd. - 856597648	21.13			30 63000	381	10200
10	8565976480	03/19/19 Tract 2710 - 8562053214	67.59			30 63000	381	10200
11	8565976480	03/19/19 Tract 2710 - 8564394360	29.76			30 63000	381	10200
12	8565976480	03/19/19 Tract 2710 - 8560673934	74.39			30 63000	381	10200
Total for Vendor:			1,174.36					
4721	17733S	209 PG&E	7,402.89					
Acct #3675186851-8								
1	3675186851	03/20/19 Old Fire Station / 1297 L	21.41			20 62000	381	10200
2	3675186851	03/20/19 New Fire Station 1150 Miss	10.51			20 62000	381	10200
3	3675186851	03/20/19 Water Works #1 / Well 3	114.21			50 65000	381	10200
4	3675186851	03/20/19 Bonita Pl & 16th / Well 4	1,798.24			50 65000	381	10200
5	3675186851	03/20/19 N St / WWTP	4,847.81			40 64000	381	10200
6	3675186851	03/20/19 2HP Booster Station	18.63			50 65000	381	10200
7	3675186851	03/20/19 Mission Heights Booster	10.51			50 65000	381	10200
8	3675186851	03/20/19 14th St. & K St.	39.06			50 65000	381	10200
9	3675186851	03/20/19 942 Soka Way lift station	95.25			40 64000	381	10200
10	3675186851	03/20/19 Missn & 12th Lanscape~St 1	257.54			30 63000	381	10200
11	3675186851	03/20/19 SLT Well Drink Water	189.72			50 65000	381	10200
Total for Vendor:			7,402.89					
4656	17696S	618 RED HELMET TRAINING	180.00					
Fire Inspector 2A Duties and Administration Scott Young Training								
1	March 2019	03/01/19 Training 3-9 to 3-10-19	180.00			20 62000	386	10200

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4657	17696S	618 RED HELMET TRAINING Fire Inspector 2B Fire and Life Safety Req. Scott Young Training	240.00					
1	April 2019	03/01/19 Training 4-12 to 4-14-19	240.00			20 62000	386	10200
4658	17696S	618 RED HELMET TRAINING Fire Inspector 2C Systems and Equipment Scott Young Training	180.00					
1	May 2019	03/01/19 Training 5-4 to 5-5-19	180.00			20 62000	386	10200
4659	17696S	618 RED HELMET TRAINING Fire Inspector 2D Haz Mat Operations Scott Young Training	300.00					
1	June 2019	03/01/19 Training 6-6 to 6-9-19	300.00			20 62000	386	10200
		Total for Vendor:	900.00					
4660	17697S	233 SAFEGUARD BUSINESS SYSTEMS Customer #QMG2PP	435.49					
1	033365475	02/25/19 Envelope	217.75*			40 64000	320	10200
2	033365475	02/25/19 Envelope	217.74*			50 65000	320	10200
4704	17734S	233 SAFEGUARD BUSINESS SYSTEMS Customer #QMG2PP	413.35					
1	033384309	03/07/19 Envelopes	206.68			40 64000	495	10200
2	033384309	03/07/19 Envelopes	206.67			50 65000	495	10200
		Total for Vendor:	848.84					
4671	17709S	609 SAN LUIS POWER HOUSE Perform quartley testing and inspection of Kohler emergency generator	185.00					
1	40394	02/15/19 Labor~Service	185.00			20 62000	351	10200
		Total for Vendor:	185.00					
4669	17710S	238 SAN MIGUEL GARBAGE Account #318691 Service 03/01/2019 ~ 03/31/2019	103.98					
1	03/01/19	WWTP Monthly Trash Disposal	51.99			40 64000	383	10200

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2	03/01/19	WWTP Monthly Trash Disposal	51.99			50 65000	383	10200
		Total for Vendor:	103.98					
4718	17735S 999999	SANDRA & PEDRO SAUCEDO V. Water & Sewer Deposit Refund 1499 Verde Place	42.48					
1	27224-01 03/15/19	Water & Sewer deposit refund	42.48			50 20550		10200
		Total for Vendor:	42.48					
4675	17711S 349	SHORE-TEK TRENCH & EXCAVATION Barricades SMFA \$1255.22 SM CSD \$775.37	2,030.59					
		SEE RV #621						
1	q2002/3949 02/28/19	Cones & Barricades	1,015.29			40 64000	490	10200
2	q2002/3949 02/28/19	Cones & Barricades	1,015.30			50 65000	490	10200
		Total for Vendor:	2,030.59					
4678	17712S 250	SLO CO CLERK-RECORDER Consolidated General Election November 6, 2018 Registered Voters 1,083	2,583.09					
1	02/22/19	General Election	426.21			20 62000	305	10200
2	02/22/19	General Election	77.49			30 63000	305	10200
3	02/22/19	General Election	1,033.24			40 64000	305	10200
4	02/22/19	General Election	1,033.24			50 65000	305	10200
5	02/22/19	General Election	12.91*			60 66000	305	10200
		Total for Vendor:	2,583.09					
4707	17736S 352	STAPLES CREDIT PLAN Office Supplies	500.37					
1	2212100961 02/09/19	Toner, Optical Wire	48.08*			20 62000	410	10200
2	2212100961 02/09/19	Toner, Optical Wire	48.08			40 64000	410	10200
3	2212100961 02/09/19	Toner, Optical Wire	48.07*			50 65000	410	10200
4	2245129731 02/15/19	APC Backup	53.61			20 62000	350	10200
5	2249489961 02/23/19	File,Post Notes	25.04*			20 62000	410	10200
6	2249489961 02/23/19	File,Post Notes	25.04			40 64000	410	10200
7	2249489961 02/23/19	File,Post Notes	25.04*			50 65000	410	10200
8	2252053121 02/28/19	Multiuse 85x11	25.37*			20 62000	410	10200

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9	2252053121	02/28/19 Hanging folder	25.37			40 64000	410	10200
10	2252053121	02/28/19 Hanging folder	25.37*			50 65000	410	10200
11	2256044321	03/07/19 Envelopes, top tabs	151.30*			20 62000	410	10200
Total for Vendor:			500.37					
4676 17713S 410 STATE FIRE TRAINING Scott Young Fire Inspector 1 Certification SFT ID #2004-1362			65.00					
1	03/05/19	Fire Inspector 1	65.00			20 62000	386	10200
Total for Vendor:			65.00					
4684 17721S 534 STREAMLINE Web Page Hosting			200.00					
1	99528	03/10/19 Web Page Monthly Fee March	33.00			20 62000	376	10200
2	99528	03/10/19 Web Page Monthly Fee March	6.00			30 63000	376	10200
3	99528	03/10/19 Web Page Monthly Fee March	80.00			40 64000	376	10200
4	99528	03/10/19 Web Page Monthly Fee March	80.00			50 65000	376	10200
5	99528	03/10/19 Web Page Monthly Fee March	1.00			60 66000	376	10200
Total for Vendor:			200.00					
4706 17737S 289 TOTALFUNDS BY HASLER Acct#7900011001302978			500.00					
1	Feb2019	03/10/19 Postage	250.00			40 64000	315	10200
2	Feb2019	03/10/19 Postage	250.00			50 65000	315	10200
4788 17770S 289 TOTALFUNDS BY HASLER Acct#7900011001302978			500.00					
1	March2019	04/09/19 Postage	250.00			40 64000	315	10200
2	March2019	04/09/19 Postage	250.00			50 65000	315	10200
Total for Vendor:			1,000.00					
4766 17756S 302 US POSTAL SERVICE PO Box 180 - Annual Fee			120.00					
1	2018	03/31/18 Annual Fee - PO Box 180	40.00			20 62000	305	10200
2	2018	03/31/18 Annual Fee - PO Box 180	40.00			40 64000	305	10200
3	2018	03/31/18 Annual Fee - PO Box 180	40.00			50 65000	305	10200
Total for Vendor:			120.00					

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	1,052.00	4,547.00	0.00	-4,547.00	** %
40300	Fireworks Permit Fees	600.00	600.00	2,200.00	1,600.00	27 %
40320	Fire Impact Fees	0.00	24,844.69	0.00	-24,844.69	** %
40410	Mutual Aid Fires	0.00	6,653.39	100,000.00	93,346.61	7 %
40420	Ambulance Reimbursement	0.00	2,351.08	4,400.00	2,048.92	53 %
40500	VFA Assistance Grant	0.00	16,436.09	20,000.00	3,563.91	82 %
	Account Group Total:	1,652.00	55,432.25	126,600.00	71,167.75	44 %
43000 Property Taxes Collected						
43000	Property Taxes Collected	12,689.18	263,513.51	372,018.00	108,504.49	71 %
	Account Group Total:	12,689.18	263,513.51	372,018.00	108,504.49	71 %
46000 Revenues & Interest						
46000	Revenues & Interest	18.00	168.94	100.00	-68.94	169 %
46150	Miscellaneous Income	0.00	1,000.00	1,000.00	0.00	100 %
46151	Refund/Adjustments	0.00	321.76	275.00	-46.76	117 %
46155	Will Serve Processing Fees	300.00	450.00	150.00	-300.00	300 %
	Account Group Total:	318.00	1,940.70	1,525.00	-415.70	127 %
	Fund Total:	14,659.18	320,886.46	500,143.00	179,256.54	64 %
30 STREET LIGHTING DEPARTMENT						
43000 Property Taxes Collected						
43000	Property Taxes Collected	3,711.00	71,905.17	108,827.00	36,921.83	66 %
	Account Group Total:	3,711.00	71,905.17	108,827.00	36,921.83	66 %
46000 Revenues & Interest						
46000	Revenues & Interest	3.82	34.50	15.00	-19.50	230 %
46150	Miscellaneous Income	0.00	100.00	0.00	-100.00	** %
46151	Refund/Adjustments	0.00	68.24	64.00	-4.24	107 %
	Account Group Total:	3.82	202.74	79.00	-123.74	257 %
	Fund Total:	3,714.82	72,107.91	108,906.00	36,798.09	66 %
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	36,990.00	36,990.00	0.00	-36,990.00	** %
40900	Wastewater Sales	61,478.63	493,757.35	604,600.00	110,842.65	82 %
40910	Wastewater Late Charges	1,075.83	8,220.11	2,709.00	-5,511.11	303 %
	Account Group Total:	99,544.46	538,967.46	607,309.00	68,341.54	89 %
43000 Property Taxes Collected						
43000	Property Taxes Collected	1,913.69	40,071.61	56,385.00	16,313.39	71 %
	Account Group Total:	1,913.69	40,071.61	56,385.00	16,313.39	71 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
46000	Revenues & Interest					
46000	Revenues & Interest	43.65	406.81	186.00	-220.81	219 %
46006	IRWM Grants	0.00	0.00	177,750.00	177,750.00	0 %
46100	Realized Earnings	544.79	3,302.44	1,304.00	-1,998.44	253 %
46150	Miscellaneous Income	0.00	42.88	17.00	-25.88	252 %
46151	Refund/Adjustments	0.00	774.99	734.00	-40.99	106 %
46155	Will Serve Processing Fees	400.00	525.00	125.00	-400.00	420 %
	Account Group Total:	988.44	5,052.12	180,116.00	175,063.88	3 %
	Fund Total:	102,446.59	584,091.19	843,810.00	259,718.81	69 %
50 WATER DEPARTMENT						
40000						
40440	CDBG Grant	0.00	14,321.00	0.00	-14,321.00	** %
	Account Group Total:	0.00	14,321.00	0.00	-14,321.00	** %
41000	Water Sales					
41000	Water Sales	50,953.73	511,098.80	722,174.00	211,075.20	71 %
41001	Water Connection Fees	37,620.00	37,620.00	0.00	-37,620.00	** %
41005	Water Late Charges	1,061.55	70,952.87	4,295.00	-66,657.87	*** %
41010	Water Meter Fees	1,350.00	-9,692.61	0.00	9,692.61	** %
	Account Group Total:	90,985.28	609,979.06	726,469.00	116,489.94	84 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	0.00	0.00	19,950.00	19,950.00	0 %
	Account Group Total:	0.00	0.00	19,950.00	19,950.00	0 %
46000	Revenues & Interest					
46000	Revenues & Interest	50.44	436.79	179.00	-257.79	244 %
46007	State/Federal Grants	0.00	0.00	30,000.00	30,000.00	0 %
46150	Miscellaneous Income	0.00	42.89	17.00	-25.89	252 %
46151	Refund/Adjustments	0.00	779.99	734.00	-45.99	106 %
46152	Recycling	0.00	1,558.66	0.00	-1,558.66	** %
46155	Will Serve Processing Fees	400.00	525.00	125.00	-400.00	420 %
	Account Group Total:	450.44	3,343.33	31,055.00	27,711.67	11 %
	Fund Total:	91,435.72	627,643.39	777,474.00	149,830.61	81 %
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46005	Franchise Fees	3,087.98	27,223.36	32,323.00	5,099.64	84 %
	Account Group Total:	3,087.98	27,223.36	32,323.00	5,099.64	84 %
	Fund Total:	3,087.98	27,223.36	32,323.00	5,099.64	84 %

Grand Total:	215,344.29	1,631,952.31	2,262,656.00	630,703.69	72 %
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Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	14,659.18	320,886.46	500,143.00	179,256.54	64 %
30 STREET LIGHTING DEPARTMENT	3,714.82	72,107.91	108,906.00	36,798.09	66 %
40 WASTEWATER DEPARTMENT	102,446.59	584,091.19	843,810.00	259,718.81	69 %
50 WATER DEPARTMENT	91,435.72	627,643.39	777,474.00	149,830.61	81 %
60 SOLID WASTE DEPARTMENT	3,087.98	27,223.36	32,323.00	5,099.64	84 %
Grand Total:	215,344.29	1,631,952.31	2,262,656.00	630,703.69	72 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	3,610.47	63,759.30	66,000.00	66,000.00	2,240.70	97 %
	110 Payroll tax expense	2,938.16	9,830.51	0.00	0.00	-9,830.51	*** %
	111 BOD Stipend	66.00	742.50	990.00	990.00	247.50	75 %
	115 Payroll Expenses	111.24	374.91	0.00	0.00	-374.91	*** %
	120 Workers' Compensation	0.00	8,019.46	8,000.00	8,019.00	-0.46	100 %
	121 Physicals	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
	125 Volunteer firefighter stipends	5,843.25	34,387.22	72,000.00	72,000.00	37,612.78	48 %
	126 Strike Team Pay - VFF	0.00	3,538.56	100,000.00	100,000.00	96,461.44	4 %
	135 Payroll Tax - FICA	0.00	1,766.16	9,000.00	8,000.00	6,233.84	22 %
	140 Payroll Tax - Medicare	0.00	934.06	4,000.00	4,000.00	3,065.94	23 %
	155 Payroll Tax - SUI	0.00	926.35	5,000.00	5,000.00	4,073.65	19 %
	160 Payroll Tax - ETT	0.00	23.15	300.00	300.00	276.85	8 %
	165 Payroll Tax - FUTA	0.00	284.08	7,000.00	284.00	-0.08	100 %
	205 Insurance - Health	107.24	716.68	800.00	1,000.00	283.32	72 %
	210 Insurance - Dental	0.00	131.98	600.00	600.00	468.02	22 %
	215 Insurance - Vision	0.00	21.17	100.00	100.00	78.83	21 %
	225 Retirement - PERS expense	0.00	805.27	1,600.00	1,600.00	794.73	50 %
	305 Operations and maintenance	466.21	2,625.32	6,000.00	6,000.00	3,374.68	44 %
	310 Phone and fax expense	50.96	113.49	800.00	800.00	686.51	14 %
	315 Postage, shipping and freight	0.00	37.86	100.00	100.00	62.14	38 %
	320 Printing and reproduction	0.00	117.48	200.00	200.00	82.52	59 %
	325 Professional svcs - Accounting	1,580.55	11,006.18	4,950.00	10,000.00	-1,006.18	110 %
	327 Professional svcs - Legal (General)	0.00	10,942.34	25,000.00	25,000.00	14,057.66	44 %
	328 Insurance - prop and liability	0.00	11,733.68	12,000.00	11,734.00	0.32	100 %
	331 Professional Services - Legal	0.00	0.00	8,250.00	8,250.00	8,250.00	0 %
	334 Maintenance Agreements	154.00	1,609.77	0.00	1,000.00	-609.77	161 %
	335 Meals - Reimbursement	0.00	50.01	600.00	600.00	549.99	8 %
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	239.56	500.00	500.00	260.44	48 %
	350 Repairs and maint - computers	53.61	1,623.52	3,000.00	3,000.00	1,376.48	54 %
	351 Repairs and maint - equip	185.00	2,905.57	8,000.00	8,000.00	5,094.43	36 %
	352 Repairs and maint - structures	0.00	170.55	1,000.00	1,000.00	829.45	17 %
	354 Repairs and maint - vehicles	0.00	14,782.87	15,000.00	15,000.00	217.13	99 %
	370 Dispatch services (Fire)	0.00	10,355.38	8,000.00	10,355.00	-0.38	100 %
	375 Internet expenses	103.31	929.79	660.00	660.00	-269.79	141 %
	376 Webpage- Upgrade/Maint	33.00	297.00	400.00	400.00	103.00	74 %
	380 Utilities - alarm service	0.00	0.00	200.00	200.00	200.00	0 %
	381 Utilities - electric	31.92	1,983.64	4,000.00	4,000.00	2,016.36	50 %
	382 Utilities - propane	0.00	125.23	450.00	450.00	324.77	28 %
	385 Dues and subscriptions	0.00	2,128.36	4,000.00	4,000.00	1,871.64	53 %
	386 Education and training	1,053.00	3,772.04	5,000.00	5,000.00	1,227.96	75 %
	393 Advertising and public notices	0.00	143.90	500.00	500.00	356.10	29 %
	394 LAFCO Allocations	0.00	965.41	1,010.00	965.00	-0.41	100 %
	395 Community Outreach	0.00	1,462.23	1,500.00	1,500.00	37.77	97 %
	405 Software	0.00	1,500.00	1,500.00	1,500.00	0.00	100 %
	410 Office Supplies	249.79	411.22	400.00	400.00	-11.22	103 %
	450 EMS supplies	0.00	1,242.89	3,500.00	3,500.00	2,257.11	36 %
	455 Fire Safety Gear & Equipment	0.00	4,128.06	10,000.00	10,000.00	5,871.94	41 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
456	VFF Assistance Grant	0.00	22,890.62	40,000.00	40,000.00	17,109.38	57 %
465	Cell phones, radios and pagers	0.00	204.00	500.00	500.00	296.00	41 %
470	Communication equipment	0.00	947.08	3,000.00	3,000.00	2,052.92	32 %
475	Computer supplies and upgrades	345.00	3,021.13	3,000.00	3,000.00	-21.13	101 %
485	Fuel expense	150.03	4,893.38	6,500.00	6,500.00	1,606.62	75 %
490	Small tools and equipment	0.00	19.35	3,500.00	3,500.00	3,480.65	1 %
495	Uniform expense	0.00	1,175.72	3,500.00	3,500.00	3,324.28	34 %
503	Weed Abatement Costs	0.00	0.00	3,200.00	3,200.00	3,200.00	0 %
505	Fire Training Grounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510	Fire station addition	0.00	6,411.80	10,000.00	10,000.00	3,588.20	64 %
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	273.25	800.00	800.00	526.75	34 %
905	Admin Allocation Transfer	0.00	-150.00	0.00	0.00	150.00	*** %
960	Property tax expense	0.00	210.70	400.00	211.00	0.30	100 %
990	Retirement/Health Ins Liability	156.38	156.38	0.00	0.00	-156.38	*** %
	Account Total:	17,289.12	255,718.12	484,310.00	484,718.00	228,999.88	53 %
	Account Group Total:	17,289.12	255,718.12	484,310.00	484,718.00	228,999.88	53 %
	Fund Total:	17,289.12	255,718.12	484,310.00	484,718.00	228,999.88	53 %
30 STREET LIGHTING DEPARTMENT							
62000 Fire							
62000	Fire						
327	Professional svcs - Legal (General)	0.00	0.96	0.00	0.00	-0.96	*** %
	Account Total:	0.00	0.96	0.00	0.00	-0.96	*** %
	Account Group Total:	0.00	0.96	0.00	0.00	-0.96	*** %
63000 Lighting							
63000	Lighting						
105	Salaries and Wages	656.45	7,418.09	10,000.00	10,000.00	2,581.91	74 %
110	Payroll tax expense	204.30	638.71	0.00	0.00	-638.71	*** %
111	BOD Stipend	12.00	135.00	180.00	180.00	45.00	75 %
115	Payroll Expenses	20.23	57.28	0.00	0.00	-57.28	*** %
120	Workers' Compensation	0.00	37.22	200.00	200.00	162.78	19 %
130	Payroll Tax - Fed W/H	0.00	0.00	500.00	500.00	500.00	0 %
135	Payroll Tax - FICA	0.00	0.00	500.00	500.00	500.00	0 %
140	Payroll Tax - Medicare	0.00	83.19	100.00	212.00	128.81	39 %
155	Payroll Tax - SUI	0.00	0.32	100.00	100.00	99.68	0 %
160	Payroll Tax - ETT	0.00	0.01	100.00	100.00	99.99	0 %
165	Payroll Tax - FUTA	0.00	0.22	150.00	0.00	-0.22	*** %
205	Insurance - Health	143.02	659.83	500.00	900.00	240.17	73 %
210	Insurance - Dental	0.00	34.59	75.00	75.00	40.41	46 %
215	Insurance - Vision	0.00	5.48	20.00	20.00	14.52	27 %
225	Retirement - PERS expense	0.00	324.63	500.00	650.00	325.37	50 %
305	Operations and maintenance	77.49	129.09	2,000.00	2,000.00	1,870.91	6 %
310	Phone and fax expense	0.00	0.00	120.00	120.00	120.00	0 %
315	Postage, shipping and freight	0.00	0.23	0.00	0.00	-0.23	*** %
320	Printing and reproduction	0.00	2.09	100.00	100.00	97.91	2 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	325 Professional svcs - Accounting	260.10	1,977.35	900.00	2,800.00	822.65	71 %
	327 Professional svcs - Legal (General)	0.00	919.68	4,500.00	4,500.00	3,580.32	20 %
	328 Insurance - prop and liability	0.00	413.30	500.00	413.00	-0.30	100 %
	331 Professional Services - Legal	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	334 Maintenance Agreements	18.00	127.23	0.00	200.00	72.77	64 %
	340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
	345 Mileage expense reimbursement	0.00	50.81	150.00	150.00	99.19	34 %
	350 Repairs and maint - computers	0.00	168.99	1,000.00	1,000.00	831.01	17 %
	351 Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	353 Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
	375 Internet expenses	0.00	0.00	120.00	120.00	120.00	0 %
	376 Webpage- Upgrade/Maint	6.00	54.00	100.00	100.00	46.00	54 %
	381 Utilities - electric	1,431.90	15,682.61	26,000.00	26,000.00	10,317.39	60 %
	382 Utilities - propane	0.00	22.77	100.00	100.00	77.23	23 %
	385 Dues and subscriptions	0.00	110.61	300.00	300.00	189.39	37 %
	386 Education and training	0.00	31.80	1,500.00	1,500.00	1,468.20	2 %
	393 Advertising and public notices	0.00	3.69	100.00	100.00	96.31	4 %
	394 LAFCO Allocations	0.00	175.53	200.00	176.00	0.47	100 %
	405 Software	0.00	0.00	500.00	500.00	500.00	0 %
	410 Office Supplies	0.00	11.29	0.00	100.00	88.71	11 %
	465 Cell phones, radios and pagers	0.00	48.00	0.00	120.00	72.00	40 %
	475 Computer supplies and upgrades	0.00	53.02	0.00	100.00	46.98	53 %
	485 Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
	490 Small tools and equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	715 Licenses, permits and fees	0.00	1.75	0.00	0.00	-1.75	*** %
	990 Retirement/Health Ins Liability	28.43	28.43	0.00	0.00	-28.43	*** %
	Account Total:	2,857.92	29,406.84	79,065.00	81,886.00	52,479.16	36 %
	Account Group Total:	2,857.92	29,406.84	79,065.00	81,886.00	52,479.16	36 %
	Fund Total:	2,857.92	29,407.80	79,065.00	81,886.00	52,478.20	36 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
	64000 Sanitary						
	105 Salaries and Wages	8,752.65	106,395.11	163,500.00	163,500.00	57,104.89	65 %
	109 Stand-by Hours	0.00	4,471.70	7,500.00	7,500.00	3,028.30	60 %
	110 Payroll tax expense	2,724.03	7,672.06	0.00	0.00	-7,672.06	*** %
	111 BOD Stipend	160.00	1,800.00	2,400.00	2,400.00	600.00	75 %
	115 Payroll Expenses	269.68	742.38	0.00	0.00	-742.38	*** %
	120 Workers' Compensation	0.00	4,922.00	5,000.00	4,922.00	0.00	100 %
	135 Payroll Tax - FICA	0.00	2.57	0.00	25.00	22.43	10 %
	140 Payroll Tax - Medicare	0.00	1,163.92	2,000.00	2,000.00	836.08	58 %
	155 Payroll Tax - SUI	0.00	32.84	1,500.00	1,500.00	1,467.16	2 %
	160 Payroll Tax - ETT	0.00	0.82	200.00	200.00	199.18	0 %
	165 Payroll Tax - FUTA	0.00	20.71	2,000.00	0.00	-20.71	*** %
	205 Insurance - Health	3,080.38	14,184.02	25,000.00	18,000.00	3,815.98	79 %
	206 Insurance - CalPers Health Retiree	210.26	478.67	0.00	200.00	-278.67	239 %
	210 Insurance - Dental	0.00	521.11	1,000.00	1,000.00	478.89	52 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
215	Insurance - Vision	0.00	83.88	200.00	200.00	116.12	42 %
225	Retirement - PERS expense	0.00	9,826.80	12,250.00	16,500.00	6,673.20	60 %
305	Operations and maintenance	1,099.09	4,161.40	6,000.00	6,000.00	1,838.60	69 %
310	Phone and fax expense	91.36	741.71	1,200.00	1,200.00	458.29	62 %
315	Postage, shipping and freight	500.00	2,673.76	3,000.00	4,000.00	1,326.24	67 %
320	Printing and reproduction	217.75	636.89	600.00	600.00	-36.89	106 %
325	Professional svcs - Accounting	3,468.00	26,318.00	9,000.00	36,000.00	9,682.00	73 %
326	Professional svcs - Engineering	2,465.00	6,385.00	24,000.00	12,000.00	5,615.00	53 %
327	Professional svcs - Legal (General)	0.00	14,629.77	30,000.00	30,000.00	15,370.23	49 %
328	Insurance - prop and liability	0.00	8,260.99	8,400.00	8,261.00	0.01	100 %
329	New Hire Screening	0.00	20.00	100.00	100.00	80.00	20 %
330	Contract labor	0.00	1,850.00	5,000.00	5,000.00	3,150.00	37 %
331	Professional Services - Legal	0.00	2,675.36	15,000.00	15,000.00	12,324.64	18 %
334	Maintenance Agreements	306.72	5,434.13	0.00	5,000.00	-434.13	109 %
335	Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	580.70	500.00	500.00	-80.70	116 %
350	Repairs and maint - computers	0.00	2,763.68	3,000.00	3,000.00	236.32	92 %
351	Repairs and maint - equip	1.78	63.19	21,000.00	14,000.00	13,936.81	0 %
352	Repairs and maint - structures	0.00	397.06	1,500.00	1,500.00	1,102.94	26 %
353	Repairs & Maint- Infrastructure	0.00	180.00	3,000.00	3,000.00	2,820.00	6 %
354	Repairs and maint - vehicles	0.00	753.50	2,000.00	2,000.00	1,246.50	38 %
355	Testing & Supplies (WWTP)	565.00	4,824.00	12,000.00	12,000.00	7,176.00	40 %
375	Internet expenses	103.32	929.81	1,600.00	1,600.00	670.19	58 %
376	Webpage- Upgrade/Maint	80.00	720.00	0.00	960.00	240.00	75 %
380	Utilities - alarm service	0.00	490.08	1,000.00	1,000.00	509.92	49 %
381	Utilities - electric	4,943.06	55,941.16	75,000.00	75,000.00	19,058.84	75 %
382	Utilities - propane	0.00	303.60	500.00	500.00	196.40	61 %
383	Utilities - trash	51.99	475.60	650.00	650.00	174.40	73 %
385	Dues and subscriptions	0.00	2,470.57	2,100.00	2,300.00	-170.57	107 %
386	Education and training	155.00	1,219.62	1,500.00	1,500.00	280.38	81 %
393	Advertising and public notices	0.00	153.70	600.00	600.00	446.30	26 %
394	LAFCO Allocations	0.00	2,340.38	2,440.00	2,340.00	-0.38	100 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405	Software	0.00	0.00	6,100.00	0.00	0.00	0 %
410	Office Supplies	98.49	590.60	750.00	750.00	159.40	79 %
432	Utility Rate Design Study	0.00	2,836.85	0.00	2,837.00	0.15	100 %
459	Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
465	Cell phones, radios and pagers	0.00	523.55	1,000.00	1,000.00	476.45	52 %
475	Computer supplies and upgrades	3,525.25	4,321.25	5,000.00	5,000.00	678.75	86 %
485	Fuel expense	118.94	1,616.75	5,500.00	5,500.00	3,883.25	29 %
490	Small tools and equipment	387.68	1,271.47	6,000.00	4,000.00	2,728.53	32 %
495	Uniform expense	206.68	728.62	750.00	750.00	21.38	97 %
500	Capital Outlay	0.00	44,825.40	0.00	89,650.40	44,825.00	50 %
545	Sewer System Mngmt Plan (SSMP)	0.00	8,388.75	8,500.00	8,389.00	0.25	100 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	16,000.00	2,000.00	2,000.00	0 %
581	WWTP Expansion	0.00	2,582.50	45,000.00	45,000.00	42,417.50	6 %
582	WWTP Plant Maintenance	54.51	2,051.62	12,000.00	12,000.00	9,948.38	17 %
585	Sludge Removal Project	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
586	WWTF Ground Water Recharging Study	0.00	177,750.00	0.00	177,750.00	0.00	100 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
	705 Waste Discharge Fees/Permits	0.00	18,633.00	20,000.00	18,633.00	0.00	100 %
	715 Licenses, permits and fees	0.00	722.50	1,000.00	1,000.00	277.50	72 %
	805 Refundable Water/Sewer/Hydrant	375.00	375.00	0.00	0.00	-375.00	*** %
	905 Admin Allocation Transfer	0.00	-875.00	0.00	0.00	875.00	*** %
	960 Property tax expense	0.00	127.88	0.00	20.00	-107.88	639 %
	990 Retirement/Health Ins Liability	379.10	379.10	0.00	0.00	-379.10	*** %
	Account Total:	34,390.72	567,616.90	588,890.00	845,887.40	278,270.50	67 %
	Account Group Total:	34,390.72	567,616.90	588,890.00	845,887.40	278,270.50	67 %
	Fund Total:	34,390.72	567,616.90	588,890.00	845,887.40	278,270.50	67 %
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
	105 Salaries and Wages	8,752.65	107,602.85	163,500.00	163,500.00	55,897.15	66 %
	109 Stand-by Hours	0.00	4,471.68	7,500.00	7,500.00	3,028.32	60 %
	110 Payroll tax expense	2,724.03	7,672.06	0.00	0.00	-7,672.06	*** %
	111 BOD Stipend	160.00	1,800.00	0.00	2,400.00	600.00	75 %
	115 Payroll Expenses	269.68	742.38	0.00	0.00	-742.38	*** %
	120 Workers' Compensation	0.00	4,388.16	4,000.00	4,388.00	-0.16	100 %
	135 Payroll Tax - FICA	0.00	2.57	0.00	25.00	22.43	10 %
	140 Payroll Tax - Medicare	0.00	1,178.39	2,500.00	2,500.00	1,321.61	47 %
	155 Payroll Tax - SUI	0.00	34.94	1,500.00	1,500.00	1,465.06	2 %
	160 Payroll Tax - ETT	0.00	0.87	200.00	200.00	199.13	0 %
	165 Payroll Tax - FUTA	0.00	21.86	1,500.00	0.00	-21.86	*** %
	205 Insurance - Health	3,080.38	13,054.03	25,000.00	18,000.00	4,945.97	73 %
	206 Insurance - CalPers Health Retiree	210.26	478.67	0.00	200.00	-278.67	239 %
	210 Insurance - Dental	0.00	528.71	1,200.00	1,200.00	671.29	44 %
	215 Insurance - Vision	0.00	85.12	200.00	200.00	114.88	43 %
	225 Retirement - PERS expense	0.00	9,884.11	12,500.00	16,500.00	6,615.89	60 %
	305 Operations and maintenance	1,374.06	3,909.44	8,000.00	8,000.00	4,090.56	49 %
	310 Phone and fax expense	91.35	785.23	1,200.00	1,200.00	414.77	65 %
	315 Postage, shipping and freight	500.00	2,687.80	3,000.00	4,000.00	1,312.20	67 %
	320 Printing and reproduction	217.74	636.85	600.00	600.00	-36.85	106 %
	324 Professional Svcs- GSA-GSP	4,785.00	41,653.67	30,000.00	30,000.00	-11,653.67	139 %
	325 Professional svcs - Accounting	3,468.00	26,318.00	9,000.00	36,000.00	9,682.00	73 %
	326 Professional svcs - Engineering	9,230.00	13,920.00	25,000.00	25,000.00	11,080.00	56 %
	327 Professional svcs - Legal (General)	0.00	24,053.77	40,000.00	40,000.00	15,946.23	60 %
	328 Insurance - prop and liability	0.00	12,986.27	13,000.00	12,986.00	-0.27	100 %
	329 New Hire Screening	0.00	20.00	150.00	150.00	130.00	13 %
	330 Contract labor	0.00	1,850.00	5,000.00	5,000.00	3,150.00	37 %
	331 Professional Services - Legal	0.00	2,083.36	20,000.00	20,000.00	17,916.64	10 %
	332 Professional Services - Legal	0.00	346,885.30	250,000.00	400,000.00	53,114.70	87 %
	334 Maintenance Agreements	1,806.72	7,023.13	0.00	5,000.00	-2,023.13	140 %
	335 Meals - Reimbursement	0.00	90.92	200.00	200.00	109.08	45 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	0.00	580.70	500.00	500.00	-80.70	116 %
	350 Repairs and maint - computers	0.00	2,763.66	5,000.00	5,000.00	2,236.34	55 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	351 Repairs and maint - equip	0.00	115.15	4,000.00	2,000.00	1,884.85	6 %
	352 Repairs and maint - structures	0.00	535.10	1,500.00	1,000.00	464.90	54 %
	353 Repairs & Maint- Infrastructure	0.00	9,891.03	30,000.00	30,000.00	20,108.97	33 %
	354 Repairs and maint - vehicles	0.00	753.48	2,000.00	2,000.00	1,246.52	38 %
	356 Testing & Supplies - Well #3 (Water)	501.52	1,962.00	2,500.00	2,500.00	538.00	78 %
	357 Testing & Supplies - Well #4 (Water)	501.52	1,589.00	2,500.00	2,500.00	911.00	64 %
	358 Testing & Supplies- SLT Well (Water)	925.53	4,477.89	5,000.00	5,000.00	522.11	90 %
	359 Testing & Supplies-Other	600.00	4,207.71	5,000.00	5,000.00	792.29	84 %
	362 Cross-Connection Control Srvcs.	199.30	788.30	1,000.00	1,000.00	211.70	79 %
	375 Internet expenses	103.31	929.86	1,600.00	1,600.00	670.14	58 %
	376 Webpage- Upgrade/Maint	80.00	720.00	960.00	960.00	240.00	75 %
	380 Utilities - alarm service	0.00	490.07	1,000.00	1,000.00	509.93	49 %
	381 Utilities - electric	2,170.37	33,547.42	40,000.00	60,000.00	26,452.58	56 %
	382 Utilities - propane	0.00	303.60	500.00	500.00	196.40	61 %
	383 Utilities - trash	51.99	475.60	650.00	650.00	174.40	73 %
	385 Dues and subscriptions	105.00	2,575.58	3,900.00	2,300.00	-275.58	112 %
	386 Education and training	65.00	1,316.50	2,500.00	2,500.00	1,183.50	53 %
	393 Advertising and public notices	0.00	655.70	600.00	1,200.00	544.30	55 %
	394 LAFCO Allocations	0.00	2,340.38	2,440.00	2,340.00	-0.38	100 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	0.00	0.00	6,100.00	0.00	0.00	0 %
	410 Office Supplies	98.48	634.97	500.00	500.00	-134.97	127 %
	415 Office Equipment	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	431 SLT Blending Line - CDBG Project	0.00	9,024.75	0.00	2,000.00	-7,024.75	451 %
	432 Utility Rate Design Study	0.00	2,836.85	0.00	2,837.00	0.15	100 %
	459 Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
	465 Cell phones, radios and pagers	0.00	468.00	0.00	500.00	32.00	94 %
	475 Computer supplies and upgrades	3,525.25	4,232.25	5,000.00	5,000.00	767.75	85 %
	481 Chemicals- Well #3	0.00	1,836.33	3,000.00	3,000.00	1,163.67	61 %
	482 Chemicals-Well #4	0.00	2,377.44	3,000.00	3,000.00	622.56	79 %
	483 Chemicals-SLT Well	0.00	756.64	1,500.00	1,500.00	743.36	50 %
	485 Fuel expense	118.95	1,616.74	4,000.00	4,000.00	2,383.26	40 %
	490 Small tools and equipment	387.69	551.44	6,000.00	3,000.00	2,448.56	18 %
	495 Uniform expense	206.67	603.33	750.00	750.00	146.67	80 %
	520 Water Main Valves Replacement	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	525 Water meter replacement	0.00	13,519.79	15,000.00	15,000.00	1,480.21	90 %
	535 Water Lines Repairs	0.00	1,331.86	30,000.00	20,000.00	18,668.14	7 %
	605 USDA Loan Payment	0.00	0.00	67,000.00	18,000.00	18,000.00	0 %
	715 Licenses, permits and fees	0.00	6,232.50	7,000.00	3,500.00	-2,732.50	178 %
	805 Refundable Water/Sewer/Hydrant	375.00	375.00	0.00	0.00	-375.00	*** %
	930 Interest Fees	0.00	48,642.47	0.00	49,756.00	1,113.53	98 %
	940 Bank service charges	7.21	84.46	0.00	0.00	-84.46	*** %
	990 Retirement/Health Ins Liability	379.10	379.10	0.00	0.00	-379.10	*** %
	Account Total:	47,071.76	803,427.60	896,200.00	1,077,592.00	274,164.40	75 %
	Account Group Total:	47,071.76	803,427.60	896,200.00	1,077,592.00	274,164.40	75 %
	Fund Total:	47,071.76	803,427.60	896,200.00	1,077,592.00	274,164.40	75 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
	105 Salaries and Wages	109.41	641.79	4,500.00	4,500.00	3,858.21	14 %
	110 Payroll tax expense	34.05	60.32	400.00	400.00	339.68	15 %
	111 BOD Stipend	2.00	22.50	30.00	30.00	7.50	75 %
	115 Payroll Expenses	3.37	8.45	0.00	0.00	-8.45	*** %
	120 Workers' Compensation	0.00	6.20	100.00	100.00	93.80	6 %
	140 Payroll Tax - Medicare	0.00	5.85	400.00	400.00	394.15	1 %
	165 Payroll Tax - FUTA	0.00	0.00	50.00	0.00	0.00	0 %
	205 Insurance - Health	24.06	96.01	500.00	500.00	403.99	19 %
	210 Insurance - Dental	0.00	1.61	50.00	50.00	48.39	3 %
	215 Insurance - Vision	0.00	0.25	0.00	0.00	-0.25	*** %
	225 Retirement - PERS expense	0.00	42.40	500.00	500.00	457.60	8 %
	305 Operations and maintenance	12.91	483.69	200.00	200.00	-283.69	242 %
	310 Phone and fax expense	0.00	0.00	25.00	25.00	25.00	0 %
	320 Printing and reproduction	0.00	0.35	50.00	50.00	49.65	1 %
	325 Professional svcs - Accounting	43.35	325.47	150.00	500.00	174.53	65 %
	327 Professional svcs - Legal (General)	0.00	305.28	5,750.00	5,750.00	5,444.72	5 %
	328 Insurance - prop and liability	0.00	68.89	100.00	69.00	0.11	100 %
	331 Professional Services - Legal	0.00	0.00	250.00	250.00	250.00	0 %
	334 Maintenance Agreements	3.00	21.20	0.00	25.00	3.80	85 %
	340 Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
	345 Mileage expense reimbursement	0.00	0.00	50.00	50.00	50.00	0 %
	350 Repairs and maint - computers	0.00	28.15	50.00	100.00	71.85	28 %
	375 Internet expenses	0.00	0.00	25.00	25.00	25.00	0 %
	376 Webpage- Upgrade/Maint	1.00	9.00	15.00	15.00	6.00	60 %
	382 Utilities - propane	0.00	3.80	50.00	50.00	46.20	8 %
	384 Trash Recepticles	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	385 Dues and subscriptions	0.00	18.43	50.00	50.00	31.57	37 %
	386 Education and training	0.00	5.30	250.00	250.00	244.70	2 %
	393 Advertising and public notices	0.00	0.61	500.00	500.00	499.39	0 %
	394 LAFCO Allocations	0.00	29.25	0.00	29.00	-0.25	101 %
	405 Software	0.00	0.00	50.00	50.00	50.00	0 %
	410 Office Supplies	0.00	1.88	0.00	10.00	8.12	19 %
	475 Computer supplies and upgrades	0.00	8.84	0.00	10.00	1.16	88 %
	990 Retirement/Health Ins Liability	4.74	4.74	0.00	0.00	-4.74	*** %
	Account Total:	237.89	2,200.26	16,295.00	16,688.00	14,487.74	13 %
	Account Group Total:	237.89	2,200.26	16,295.00	16,688.00	14,487.74	13 %
	Fund Total:	237.89	2,200.26	16,295.00	16,688.00	14,487.74	13 %
	Grand Total:	101,847.41	1,658,370.68	2,064,760.00	2,506,771.40	848,400.72	66 %

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 ADMINISTRATION DEPARTMENT						
10200 Operating Cash - Premier	-105,368.30	0.00	0.00	43,165.79	0.00	-148,534.09
10250 HOB - Payroll	105,368.30	43,165.79	0.00	0.00	0.00	148,534.09
Total Fund		43,165.79		43,165.79		0.00
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	451,362.20	15,141.18	0.00	0.00	9,540.34	456,963.04
10250 HOB - Payroll	-57,953.94	0.00	0.00	12,503.12	516.36	-70,973.42
10260 Pac Western Bank --Vehicle Replm	30,130.01	0.00	0.00	0.00	0.00	30,130.01
10350 HOB - Capital Reserve Acct.	160,912.86	18.00	0.00	0.00	0.00	160,930.86
10360 HOB - Capital Projects Acct	2.86	0.00	0.00	0.00	0.00	2.86
10460 Cantella & Co. Investment Acct.	22,937.92	0.00	0.00	0.00	0.00	22,937.92
Total Fund	607,391.91	15,159.18		12,503.12	10,056.70	599,991.27
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	377,638.49	3,711.00	0.00	0.00	3,689.69	377,659.80
10250 HOB - Payroll	420.35	0.00	0.00	880.98	219.93	-680.56
10260 Pac Western Bank --Vehicle Replm	10,125.06	0.00	0.00	0.00	0.00	10,125.06
10350 HOB - Capital Reserve Acct.	59,987.43	3.82	0.00	0.00	0.00	59,991.25
10360 HOB - Capital Projects Acct	50.52	0.00	0.00	0.00	0.00	50.52
10460 Cantella & Co. Investment Acct.	4,170.53	0.00	0.00	0.00	0.00	4,170.53
Total Fund	452,392.38	3,714.82		880.98	3,909.62	451,316.60
40 WASTEWATER DEPARTMENT						
10150 Cash in SLO County	96,941.47	0.00	0.00	0.00	0.00	96,941.47
10200 Operating Cash - Premier	79,575.24	101,549.83	2,312.79	330.32	49,225.67	133,881.87
10250 HOB - Payroll	-15,741.68	0.00	0.00	11,746.36	2,746.17	-30,234.21
10260 Pac Western Bank --Vehicle Replm	3,125.84	0.00	0.00	0.00	0.00	3,125.84
10340 HOB Bank Water Projects 6598	41,660.00	0.00	0.00	0.00	0.00	41,660.00
10350 HOB - Capital Reserve Acct.	122,244.15	43.65	0.00	0.00	0.00	122,287.80
10360 HOB - Capital Projects Acct	6.94	0.00	0.00	0.00	0.00	6.94
10460 Cantella & Co. Investment Acct.	58,364.69	544.79	0.00	0.00	0.00	58,909.48
Total Fund	386,176.65	102,138.27	2,312.79	12,076.68	51,971.84	426,579.19
50 WATER DEPARTMENT						
10150 Cash in SLO County	67,278.96	0.00	0.00	0.00	0.00	67,278.96
10200 Operating Cash - Premier	-191,692.31	97,513.00	0.00	275.34	75,599.18	-170,053.83
10250 HOB - Payroll	-16,054.43	0.00	0.00	11,746.36	2,746.17	-30,546.96
10260 Pac Western Bank --Vehicle Replm	3,146.26	3.95	0.00	0.00	0.00	3,150.21
10340 HOB Bank Water Projects 6598	53,249.88	0.00	0.00	0.00	0.00	53,249.88
10350 HOB - Capital Reserve Acct.	-22,041.21	43.65	0.00	0.00	0.00	-21,997.56
10360 HOB - Capital Projects Acct	-10.57	0.00	0.00	0.00	0.00	-10.57
10400 HOB - USDA Reserve	66,914.94	2.84	0.00	0.00	0.00	66,917.78
10460 Cantella & Co. Investment Acct.	55,607.05	0.00	0.00	0.00	0.00	55,607.05
Total Fund	16,398.57	97,563.44		12,021.70	78,345.35	23,594.96
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	95,130.56	3,087.98	0.00	0.00	109.24	98,109.30
10250 HOB - Payroll	-62.24	0.00	0.00	146.83	22.91	-231.98
10350 HOB - Capital Reserve Acct.	49.92	0.00	0.00	0.00	0.00	49.92
10360 HOB - Capital Projects Acct	-49.92	0.00	0.00	0.00	0.00	-49.92

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 3/19

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10460 Cantella & Co. Investment Acct.	695.09	0.00	0.00	0.00	0.00	695.09
Total Fund	95,763.41	3,087.98		146.83	132.15	98,572.41
71 PAYROLL CLEARING FUND						
10200 Operating Cash - Premier	3,907.26	0.00	0.00	0.00	0.00	3,907.26
10250 HOB - Payroll	-10,457.85	0.00	0.00	0.00	0.00	-10,457.85
Total Fund	-6,550.59					-6,550.59
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	3,066.09	0.00	135,851.33	57,484.15	0.00	81,433.27
10250 HOB - Payroll	0.00	0.00	6,251.54	6,251.54	0.00	0.00
Total Fund	3,066.09		142,102.87	63,735.69		81,433.27
Totals	1,554,638.42	264,829.48	144,415.66	144,530.79	144,415.66	1,674,937.11

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

San Miguel Community Services District

Financial Status and
Management
Special Board Meeting
May 2nd 2019

What we will discuss.....

This presentation will cover....

- Which accounts the Department funds are held in
- Actual funds available to each department at as of March 31st 2019
- Reserve goals for operational funds as well as capital (restricted) funds (Per the District Reserve Policy)
- Long term liabilities and funds planning
- Investments

Accounts.....

The District funds are maintained in several accounts;

- **Operating Account**
 - Used for funding daily operations
- **Payroll Account**
 - ONLY used to pay employees and employment liabilities
- **Operating Reserve/ Sustainability Reserve**
 - Reserve funds for the Operating Account.
- **Capital Reserve**
 - Restricted funds from Connection fees, Fire Impact fees, and Out of County Reimbursements
- **Long Term Maintenance**
 - Funds from Restricted and Unrestricted funds held specifically for long term maintenance and replacements
- **Investments**
 - Funds from Restricted or Unrestricted funds invested for individual Departments based on medium and long term needs

Operating cash

What is Operating Cash??

- Operating Cash is revenue collected through property tax, user fees, and reimbursements (**unrestricted funds**)
- It is used to fund the daily operations of the District.
- Use of these funds is appropriated through the annual operation and maintenance budget process.

Where is the Money??

- Operating Cash for all Departments is managed in the 'Operating Account'.
- Each Departments Operating funds are tracked with Black Mountain within the Operating Account.

Payroll...

The Payroll account is solely for payment of payroll, and payroll related expenses and liabilities.

Funds are transferred from the relevant departments to this account based on the actual payroll costs for a specific pay period.

Operating Reserve...

What is Operating Reserve??

- Operating reserves are revenues that are held in reserve,
 - For use in such time that a Department has a shortfall in revenue
 - For large unforeseen expense
 - For a planned operational need exceeding the annual revenue of the Department.

Where is the Money??

- Operating Reserves for all Departments is managed in the 'Operating reserve Account'.
- Each Departments Operating Reserve funds are tracked with Black Mountain within the Operating Reserve Account.

Capital Reserves...

What is Capital Reserve??

- Capital reserves are “**Restricted Funds**” that are restricted to capital improvements or purchases. Such as vehicles, facilities, equipment etc.
- These funds are only used by Board Resolution.

Where is the Money??

- Capital Reserves for all Departments are managed in the ‘Capital Reserve Account’.
- Each Departments Capital funds are tracked with Black Mountain within the Capital Reserve Account.

Long Term Maintenance...

What is Long Term Maintenance?

This account is for the accumulation of funds to facilitate the planned replacement of Membranes and other equipment or facilities.

For example:

On average, every 10 years the Membranes at the Wastewater Treatment Facility will need to be replaced.

- The Wastewater Department will, at a minimum, budget and transfer 1/10th of the cost of the proposed replacement annually through the Budget process.

As other projected replacements and associated costs are identified they will be budgeted and transfers made to ensure adequate funding for long term replacements and maintenance.

Investments...

Based on the District Investment Policy the General Manager may elect to invest funds from the Capital Reserve.

Funds should only be invested after the goals for other reserves are met (based on the District Reserve Policy) to ensure that enough reserve is available to enable the District to meet its operating obligations.

Funds will be invested from each Department individually, this will enable each fund to add to or remove funds from investment without disrupting other Departments investments.

District Reserve Policy

- The District Reserve Policy was revised at the March 28th 2019 (Resolution 2019-14)
- This policy outlines reserve targets for
 - Operating Reserves
 - Stabilization Funds
 - Debt Service Reserves
 - Post-Employment Benefit Reserves
 - Capital Reserves
 - Investments

Un-restricted funds Carryover

- As un-restricted funds carryover from year to year they will be transferred as outlined below. Funds will stay within their department, unless used to repay another department.
- Operational funds (un-restricted funds) that carry over from the prior year will be transferred in the following order.
- Operational Reserve should have met its reserve targets prior to transferring to other levels.
 - Operational Reserve
 - Stabilization Reserve
 - Debt Service
 - Post Employment Benefit Liabilities
 - Capital Reserves
 - Investments

Operating reserve goals

- Each Departments' goal for Operating Reserve is to maintain 50% (6 months worth) of their annual budget in reserve.
- Any excess revenue, *or funds that were budgeted but not spent*, for a specific Department will be maintained within that Departments reserve account.
- At the discretion of the General Manager these excess funds will be either held in the Operating Account for that Department, transferred to the Operating Reserve or Restricted Reserve for that Department (assuming that the Operating Reserve goals have been met).

Stabilization Funds

- The Water and Wastewater departments goal for Stabilization Reserve is 33% of their annual budget. (Per District Reserve Policy)
- Excess revenue, or funds that were budgeted but not spent, for the Water or Wastewater Department will be transferred to their Stabilization Reserves respectively.

Debt Service Reserve

- Currently the only Debt Service Reserve requirement that the District maintains is for the Debt service on the 650,000 gallon water tank USDA loan.
- All reserve requirements will be determined by the Loan Agreement and budgeted through the annual budget process.
- Prior to June 30th each Fiscal Year the General Manager will ensure that any funding requirements for the Debt Service Reserve Account is met.

Post- Employment Benefit Reserve

- Through the annual operation and maintenance budget process, each Department will budget sufficient funds to fund any Post-Employment benefit liabilities
- Through this funding the District will ensure that it meets its future retirement and health obligations for retirees and prevent the development of unfunded liabilities
- Based on the last GASB report the Districts annual liability for Post Employment benefits was \$17,127 for FY 17-18
- The District continues to pay all invoices as they are received for Post Employment benefits

Capital reserve goals

- Each departments goal for Capital Reserve is based on their potential future need.
- **Capital Reserves are restricted. These funds can only be used with Board approval and by appropriate resolution.**
- Reserve goals (based on 2019 District Reserve Policy)
 - Fire Department \$200,000
 - Lighting \$50,000
 - Wastewater \$500,000
 - Water \$500,000

Current Balances

Total funds held by the District (as of March 31st 2019)

• Cash	\$1,326,214.08
• <u>Investments</u>	<u>\$ 142,320.07</u>
Total	\$1,468,534.15

Current Balances

Current **Operating** account balances

- Fire \$ 212,912.50
- Lighting \$ 200,409.24
- Wastewater \$ -80,343.95
- Water \$-439,744.99
- Solid Waste \$ 86,969.27

Current Balances

Current Operating Reserve/ Stabilization account balances

- Operating reserve goal for each department is to have an amount equal to 6 months operating cash in reserve.
- Stabilization reserve goal for Water and Wastewater is to have an additional 33% of the annual expense budget in reserve in addition to the Operating reserve

Below are the current fund amounts in the Operating / Stabilization Reserve Verses the Goals as outlined in the District Reserve Policy

	<u>Operating reserve/ goal</u>	<u>Stabilization reserve/ goal</u>
• Fire	\$188,375 / \$188,375	
• Lighting	\$39,624 / \$39,624	
• Wastewater	\$0 / \$313,287	\$0 / \$208,858
• Water	\$0 / \$345,466	\$0 / \$230,310
• Solid Waste	\$11,702 / \$11,702	

Current Balances

Current **Debt service reserve** account balances

- Currently the District only has one Loan requiring a reserve account. This is for the 650,000 gallon water tank.
- The current reserve account for the debt service is funded to \$66,917. This meets current obligations but in coming years the reserve amount will increase to match future payments. The additional money will be budgeted and transferred as needed.

Current Balances

Current **Capital** Reserve account balances

- Each departments Capital Reserve goal is based on its potential future need, these reserve goals are minimums and additional funds can be held in this account for future needs.

Below is the amount current funds in the Capital Reserve Verses the Goal as outlined in the District Reserve Policy

	<u>Capital reserve/ goal</u>
• Fire	\$241,342.87/ \$200,000
• Lighting	\$70,116.31/ \$50,000
• Wastewater	\$395,699.64 / \$500,000
• Water	\$-279,268.62/ \$500,000
• Solid Waste	\$0/ \$0

Current Balances

Current **Investment** account balance

- Currently the District only has one investment account.
- The current investment was bought by Lighting from the other departments to create an investment for each department per our Reserve Policy.
- Currently the Lighting Investment is worth \$142,320.

Questions???

Questions???????



San Miguel CSD FY19-20 Operation and Maintenance Budget Presentation

SPECIAL BOARD MEETING

5-2-2019

Background

▶ The District operates five departments (funds)

Daily operational revenue sources are listed in each section

▶ Two enterprise departments (funded through user rates/ fees)

- ▶ Wastewater (fund 40)
- ▶ Water (fund 50)

▶ Two governmental departments (funded through property taxes)

- ▶ Fire Department (fund 20)
- ▶ Street Lighting (fund 30)

▶ One franchise department (funded through franchise fees)

- ▶ Solid Waste (fund 60)

Revenue streams

- ▶ Following are the basic revenue streams receive by the District.
 - ▶ Property tax - Fire and Lighting
 - ▶ Revenue estimates are provided by the County, actual revenues received are usually above the estimates.
 - ▶ Rates - Wastewater and Water
 - ▶ These rates are based on the rate study which was passed in June 2018 and implemented August 15th 2018 (resolution 2018-19)
 - ▶ The proposed revenues for wastewater and water are based on the implementation of the second rate increase of the approved rate study.
 - ▶ Grants
 - ▶ The District was awarded a \$177,750 Prop 1 grant which will be disbursed in FY19-20 (this is only reimbursement for already expended funds)
 - ▶ A \$250,000 DWR grant is **pending approval** which is expected to be disbursed in FY19-20
 - ▶ Franchise fees are received from San Miguel Garbage as part of a contract

Proposed Revenues / Expenses

Fire Department (fund 20)

▶ Estimated Revenue (property tax/ grants)	\$416,055
▶ Estimated Expenses	\$414,650
▶ Budget transfers	
▶ Retirement/ health liabilities	\$685
<u>Proposed Net</u>	\$405

Activities affecting the proposed budget:

- ▶ Increased staffing cost
- ▶ Updated training materials for firefighter
- ▶ Upgrades to office computer systems
- ▶ Upgrades to communications equipment
- ▶ Increase in revenues related to plan check and inspection fees

Proposed Revenues / Expenses Street Lighting Department (fund 30)

▶ Estimated Revenue (property tax)	\$113,842
▶ Estimated Expenses	\$81,626
▶ Budget transfers	
▶ Retirement/ health liabilities	\$343
<u>Proposed Net</u>	<u>\$31,873</u>

Activities affecting the proposed budget:

- ▶ The District is currently working to add additional street lights throughout the District. The goal is to have 24 street lights on Mission street retrofitted to LED and 10 new lights installed throughout town by the end of FY 19-20.
- ▶ As a cost saving measure, the District will be working to replace the existing street light ballast and bulbs throughout town with LED.

Proposed Revenues / Expenses

Wastewater Department (fund 40)

▶ Budgeted Rate Revenue	\$867,202
▶ Includes \$173,440 in additional revenue from FY19-20 rate increase	
▶ Budgeted Property Tax Revenue	\$58,942
▶ Budgeted Grant Revenue (DWR)	\$250,000
▶ Total Budgeted Revenue	\$1,176,144
▶ Budgeted Operational Expenses	\$596,009
▶ Budgeted Grant expenses	\$250,000
▶ Budgeted Transfers	
▶ Future plant maintenance and retirement/ health liabilities	\$107,707
▶ Transfer to Capital for the construction of the WWTF (2018 rate study)	\$220,000
▶ Total Budgeted Expenses	\$1,173,716
▶ Proposed Net (fund 40)	\$2,248

(NOT SHOWN IN TOTALS ----\$177,750 IRWM Grant Is expected in FY 19-20 as reimbursement for prior year expenses)

Proposed Revenues / Expenses cont.

Wastewater Department (fund 40)

Activities affecting the proposed budget:

- ▶ This Fiscal year District will be continuing with the development of Plans and specifications for the expansion of the Machado Wastewater Facility, per the order issued by the Central Coast Water Resources Control Board. The District was given until March 2021 to have improvements completed at the WWTF to ensure we do not exceed our rated capacities violating our permit.
- ▶ Part of the WWTF expansion will require a change in operations and personnel. These costs are incorporated into the proposed budget.
- ▶ It is possible that construction will begin in this fiscal year, however funds for construction are not included in this proposed budget.
- ▶ In order to ensure that the District has sufficient funds to perform the projected 10 year maintenance of the plant funds will be allocated from the annual budget every year.
- ▶ **Based on the adopted rate study, \$279,000 in rate revenue was proposed to be transferred to capital for purposes of WWTF construction. However only \$220,000 is proposed based on the current financial condition.**

Proposed Revenues / Expenses

Water Department (fund 50)

▶ Budgeted Rate Revenue	\$859,010
▶ Includes \$63,630 in additional revenue from FY19-20 rate increase	
▶ <u>Total Budgeted Revenue</u>	<u>\$859,010</u>
▶ Budgeted Operational Expenses	\$814,098
▶ Budgeted Transfers	
▶ Retirement/ health liabilities	\$8,050
▶ <u>Total Budgeted Expenses</u>	<u>\$822,148</u>
▶ <u>Proposed Net (fund 50)</u>	<u>\$36,862</u>

(NOT SHOWN IN TOTALS ----\$30,000 Grant Is expected in FY 19-20 as reimbursement for prior year expenses)

Proposed Revenues / Expenses cont. Water Department (fund 50)

Activities affecting the proposed budget:

- ▶ This fiscal year the District will be replacing the 10th and 11th street water lines in conjunction with a CDBG grant from SLO County.
(this will come back to the Board for approval before releasing for bids)
- ▶ The District will be continuing the Steinbeck Litigation.
- ▶ The District will be pursuing new well sites.
- ▶ The Groundwater Sustainability Plan will be completed this year.

Proposed Revenues / Expenses

Solid Waste Department (fund 60)

<u>Budgeted Revenue Franchisee fees</u>	<u>\$32,323</u>
▶ Budgeted Expenses	\$23,979
▶ Includes funds for site preparation and management of new recycling options for the community.	
▶ Budget transfers	
▶ Retirement/ health liabilities	\$343
▶ <u>Total Budgeted Expenses</u>	<u>\$24,322</u>
<u>Proposed Net</u>	<u>\$8,001</u>

Activities affecting the proposed budget:

- ▶ This Fiscal year District will be increasing community outreach regarding garbage services, recycling options and information to help the community stay clean.
- ▶ The District is currently working on bringing additional recycling opportunities to the community which will be implemented in FY19-20.

Proposed Revenues / Expenses

All departments

▶ Budgeted overall Revenue	\$2,805,084
▶ Budgeted overall Expenses	\$2,260,246
▶ Budgeted Transfers	\$337,128
<u>Proposed overall Net</u>	\$207,710

	Overall amount	% total budget
Daily operations	\$892,149	39%
Salaries	\$562,698	24%
Projects	\$290,000	13%
Payroll expenses and liabilities	\$225,830	10%
Legal	\$210,000	09%
Transfers for MAINT. and RETIREMENT	\$117,128	05%

Personnel

▶ Current authorized staffing

- ▶ *The District currently has six full time positions:*
 - ▶ Board Clerk/ Accounts Manager, Account Clerk, Bookkeeper
 - ▶ Director of Utilities, Utility Operator 1, Utility Worker
- ▶ *The District currently has three part time positions:*
 - ▶ General Manager, Fire Chief, Assistant Fire Chief
- ▶ The Fire Department is currently allotted 20 paid-call firefighter positions

▶ Proposed staffing changes for FY 19-20:

- ▶ Reorganization of the utility personnel in to two areas; Field operators and WWTF Operators
- ▶ Two additional WWTF operator positions are proposed for FY 19-20. These are only budgeted for 6 months. Being likely hired around or after January of 2020

Personnel allocation

- ▶ Nearly all personnel work across different departments, this means that they are paid out of multiple departments.
- ▶ Below is a breakdown, by percentage of time, showing where time is used of the current personnel

Position	Fund					Total
	Fire	Lighting	Wastewater	Water	Solid Waste	
Board Clerk/ Account Manager	5%	1%	40%	52%	2%	100%
Account Clerk	2%	0%	48%	50%	0%	100%
Bookkeeper	5%	2%	40%	52%	1%	100%
General Manager	30%	5%	30%	30%	5%	100%
Director of Utilities	0%	5%	45%	45%	5%	100%
Operator 1	0%	1%	44%	54%	1%	100%
Utility worker	0%	1%	44%	54%	1%	100%
Fire Chief	100%	0%	0%	0%	0%	100%
Asst Fire Chief	100%	0%	0%	0%	0%	100%

Personnel Allocation Cont.

- Below is a breakdown, by percentage of time, showing where time is proposed of the current and proposed personnel for the coming fiscal year

Position	Fund					TOTAL
	Fire	Lighting	Wastewater	Water	Solid Waste	
Board Clerk/ Account Manage	5%	1%	40%	52%	2%	100%
Account Clerk	2%	0%	48%	50%	0%	100%
Bookkeeper	5%	2%	40%	52%	1%	100%
General Manager	30%	5%	30%	30%	5%	100%
Director of Utilities	0%	5%	45%	45%	5%	100%
Field operator lead	0%	1%	13%	85%	1%	100%
Field Operator	0%	1%	13%	85%	1%	100%
WWTP Operator Lead	0%	0%	95%	5%	0%	100%
WWTP Operator	0%	0%	95%	5%	0%	100%
Seasonal Labor	0%	0%	50%	50%	0%	100%
Fire Chief	100%	0%	0%	0%	0%	100%
Asst Fire Chief	100%	0%	0%	0%	0%	100%

Standard allocation

- ▶ Over the last decade the District has used a “Standard allocation” to allocate universal costs across all the departments.
- ▶ For the last several years that allocation has been:
 - ▶ **16.5% Fire**, **3% Lighting**, **40% Wastewater**, **40% Water**, **.5% Solid Waste**
 - ▶ This percentage breakdown is based on the total salaries within a department vs the total salaries for the District.
- ▶ To account for the changes in work loads and personnel this percentage needs to be updated.
 - ▶ The breakdown is still be based on the total salaries within a department vs the total salaries for the District.
 - ▶ The proposed allocation is as follows:
 - ▶ **22% Fire**, **2% Lighting**, **36% Wastewater**, **38% Water**, **2% Solid Waste**
- ▶ The revised allocation is what is reflected in the proposed budget.

Capital projects in process/planned FIRE

- ▶ In order to meet the needs of a growing population and additional burden on the fire protection services the San Miguel Fire Department is exploring options for expansion of the current fire station allowing for increased staffing ability's.
 - ▶ The district is currently, and has been experiencing a constant influx of single family home construction over the past 8 years.
 - ▶ In addition to single family home construction developers have proposals for multifamily housing projects in process with County Planning.
 - ▶ Continuous population growth will result in a demand for commercial projects to fulfill the needs of a growing population.
 - ▶ All of which will place an increased demand on fire and life safety services.
 - ▶ Additionally the CSD is discussing the option of relocating the daily admin operations to the new treatment facility.
- ▶ What has been done so far.
 - ▶ Conceptual drawings have been developed by staff and multiple concepts have been discussed.
 - ▶ Infrastructure modifications to the current Fire Station / CSD offices have been completed. Items include completion of the fire sprinkler system, backup generator installation, mechanical systems installation and installation of a solar array.
 - ▶ Review of the structures construction documentation and discussions of potential additions, modifications and or accessory structures required to fulfill the future needs of the community.
 - ▶ Department staff has been in contact with local designers and builders to discuss potential design and construction cost.
- ▶ What is the estimated cost in this budget cycle and where is it funded from
 - ▶ Being that we are in the preplanning stage of this proposed project actual cost are unavailable at this time. Potential grant funding and limited use of Capital Restricted funds would be the proposed funding sources.

Capital projects in process / planned

Machado Wastewater Treatment Facility

- ▶ The District is under state mandate to upgrade the current facility to meet projected hydraulic influent flow.
 - ▶ Received Notice from State Water Resources Control Board on June 18th 2018
 - ▶ The District was given a **deadline of March 2021 to complete** the required upgrades and improvements.
- ▶ What has been done so far.
 - ▶ An engineering study was completed and approved in January 2019 outlining the needs and probable requirements of the treatment plant
 - ▶ Started environmental compliance review (CEQA)
- ▶ What is planned for this budget cycle.
 - ▶ Complete CEQA requirements
 - ▶ Complete construction drawings
 - ▶ Gain plan approval from SWRCB, APCD, and the County

Capital projects in process / planned Machado Wastewater Treatment Facility cont.

- ▶ What is the estimated cost in this budget cycle and where is it funded from
 - ▶ This budget cycle, it is anticipated that the engineering phase will cost \$250,000
 - ▶ July 2018 after a 218 protest period the Board approved a rate increase to ensure enough operating revenue to meet daily operations expenses.
 - ▶ The rate increase incorporated Capital funds and debt service for the construction of the WWTF
 - ▶ In 2018 the District was advised that we were approved for a Integrated Regional Water Management Disadvantaged communities.
 - ▶ \$177,750 for the Engineering Study for the upgrade of the Wastewater Treatment Facility.
 - ▶ The District applied for, and is preliminarily approved for, a \$250,000 grant for the construction drawings of the Wastewater Treatment Facility.
 - ▶ **Waiting on final approval by DFA**

Capital projects in process / planned

10TH and 11TH street Water main replacement

- ▶ The water mains on 10th street, crossing mission street and 11th street crossing the railroad tracks have experienced numerous failures in the recent past. Due to the location, age and materials used the likelihood of a catastrophic failure is high.
- ▶ What has been done so far.
 - ▶ 2018 the Board authorized funding to develop plans and specifications for the replacement of the water lines on 10th and 11th streets crossing mission and the railroad tracks.
 - ▶ The areas were surveyed and plans were developed and approved.
 - ▶ Reapplied for CDBG funding from the County.
- ▶ What is planned for this budget cycle.
 - ▶ Gain approval for grant funds
 - ▶ Acquire permits from the County and UPRR
 - ▶ Complete construction of the replacement water line sections
- ▶ What is the estimated cost in this budget cycle and where is it funded from
 - ▶ Water line replacement cost is estimated at \$489,000
 - ▶ It will be funded by \$350,000 in CDBG funds and the balance from Water Capital reserve

THIS PROJECT WILL NOT BE ABLE TO PROCEED WITHOUT GRANT FUNDING

Capital projects in process / planned

SLT Water main replacement

- ▶ The water main from the SLT tank to Oak drive catastrophically failed in 2018 staff is currently working on a plan to replace the water line in conjunction with an adjacent housing development.
- ▶ What has been done so far.
 - ▶ 2018 the Board authorized funding to develop plans and specifications for the replacement of the water line between the SLT tank and Oak drive
 - ▶ The existing water line was surveyed and plans developed in FY 2018-19
 - ▶ Began coordination with the adjacent development.
- ▶ What is planned for this budget cycle.
 - ▶ Finalize plans and complete any necessary CEQA or permitting
 - ▶ Complete construction of the replacement water line sections
- ▶ What is the estimated cost in this budget cycle and where is it funded from
 - ▶ Water line replacement cost is estimated at \$250,000
 - ▶ It will be funded from Water Capital reserve

THIS PROJECT WILL BE REQUIRED TO BE COMPLETED WITH OR WITHOUT GRANT FUNDING OR THE RELATED DEVELOPMENT

Capital projects in process / planned

Magdalena Water main replacement

- ▶ Due to an adjacent development the water main on Magdalena will need to be extended to River Road and the existing line replaced prior to the paving of Magdalena.
- ▶ What has been done so far.
 - ▶ Preliminary communication with the developer to determine schedule and impact to the District
- ▶ What is planned for this budget cycle.
 - ▶ Develop necessary plans and complete any necessary CEQA or permitting
 - ▶ Complete construction of the water line sections
- ▶ What is the estimated cost in this budget cycle and where is it funded from
 - ▶ Water line replacement cost is estimated at \$200,000
 - ▶ It will be funded from Water Capital reserve

Questions?

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

20 FIRE PROTECTION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	15-16	16-17	17-18	18-19	Budget 18-19	Rec. 18-19	Budget 19-20	Change 19-20	Budget 19-20	Budget 19-20
40000										
40220 Weed Abatement Fees	1,646	1,097		4,753	0	***%			0	0%
40300 Fireworks Permit Fees	1,800	1,800	2,200	2,500	2,200	114%	2,500		2,500	113%
40320 Fire Impact Fees	55,217	72,090	25,467	29,431	0	***%			0	0%
40410 Mutual Aid Fires			149,087	6,653	100,000	7%			0	0%
40420 Ambulance Reimbursement	4,431	4,486	4,584	3,549	4,400	81%	4,400		4,400	100%
40440 CDBG Grant		105,000			0	0%			0	0%
40500 VFA Assistance Grant	10,000	8,424		16,436	20,000	82%	20,000		20,000	100%
Group:	73,094	192,897	181,338	63,322	126,600	50%	26,900	0	26,900	21%
43000 Property Taxes Collected										
43000 Property Taxes Collected	289,090	327,678	341,497	296,056	372,018	80%	389,155		389,155	104%
Group:	289,090	327,678	341,497	296,056	372,018	80%	389,155	0	389,155	104%
44000 Forestry & Fire Protection Reimbursement										
44000 Forestry & Fire	61,224	9,983	4,397		0	0%			0	0%
Group:	61,224	9,983	4,397		0	0%	0	0	0	0%
46000 Revenues & Interest										
46000 Revenues & Interest		304	249	169	100	169%			0	0%
46010 Transfer In		30,000			0	0%			0	0%
46100 Realized Earnings	312	208			0	0%			0	0%
46150 Miscellaneous Income	766	90	730	1,000	1,000	100%			0	0%
46151 Refund/Adjustments	19	1,290	1,027	322	275	117%			0	0%
46155 Will Serve Processing		150	150	450	150	300%			0	0%
46175 Sale of Surplus Property		4,000	229		0	0%			0	0%
Group:	1,097	36,042	2,385	1,941	1,525	127%	0	0	0	0%
Fund:	424,505	566,600	529,617	361,319	500,143	72%	416,055	0	416,055	83%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

30 STREET LIGHTING DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	15-16	16-17	17-18	18-19	Budget 18-19	Rec. 18-19	Budget 19-20	Change 19-20	Budget 19-20	Budget 19-20
43000 Property Taxes Collected										
43000 Property Taxes Collected	79,893	93,954	97,248	81,428	108,827	75%	113,842		113,842	104%
Group:	79,893	93,954	97,248	81,428	108,827	75%	113,842	0	113,842	104%
46000 Revenues & Interest										
46000 Revenues & Interest		64	52	35	15	233%			0	0%
46010 Transfer In		10,000			0	0%			0	0%
46100 Realized Earnings	66	44			0	0%			0	0%
46150 Miscellaneous Income	100	400	400	200	0	***%			0	0%
46151 Refund/Adjustments	19	285	1,096	68	64	106%			0	0%
Group:	185	10,793	1,548	303	79	384%	0	0	0	0%
Fund:	80,078	104,747	98,796	81,731	108,906	75%	113,842	0	113,842	104%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

40 WASTEWATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	15-16	16-17	17-18	18-19	Budget 18-19	Rec. 18-19	Budget 19-20	Change 19-20	Budget 19-20	Budget 19-20
40000										
40750	15,007				0	0%			0	0%
40850 Wastewater Hook-up Fees	282,610	124,980	191,636	36,990	0	***%			0	0%
40900 Wastewater Sales	308,489	332,582	330,759	493,757	604,600	82%	867,202		867,202	143%
40910 Wastewater Late Charges	3,852	6,582	6,243	8,220	2,709	303%			0	0%
Group:	609,958	464,144	528,638	538,967	607,309	89%	867,202	0	867,202	142%
43000 Property Taxes Collected										
43000 Property Taxes Collected	45,627	50,191	52,615	44,978	56,385	80%	58,942		58,942	104%
Group:	45,627	50,191	52,615	44,978	56,385	80%	58,942	0	58,942	104%
46000 Revenues & Interest										
46000 Revenues & Interest		736	594	407	186	219%			0	0%
46006 IRWM Grants					177,750	0%			0	0%
46008 DWR Grants					0	0%	250,000		250,000	*****%
46010 Transfer In		3,000			0	0%			0	0%
46100 Realized Earnings	756	-388	815	3,302	1,304	253%			0	0%
46150 Miscellaneous Income				43	17	253%			0	0%
46151 Refund/Adjustments	3,987	3,144	2,608	775	734	106%			0	0%
46155 Will Serve Processing			500	525	125	420%			0	0%
Group:	4,743	6,492	4,517	5,052	180,116	3%	250,000	0	250,000	138%
Fund:	660,328	520,827	585,770	588,997	843,810	70%	1,176,144	0	1,176,144	139%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

50 WATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	15-16	16-17	17-18	18-19	Budget 18-19	Rec. 18-19	Budget 19-20	Change 19-20	Budget 19-20	Budget 19-20
40000										
40440 CDBG Grant	-910		135,679	14,321	0	***%			0	0%
Group:	-910		135,679	14,321	0	***%	0	0	0	0%
41000 Water Sales										
41000 Water Sales	296,662	328,968	365,858	511,099	722,174	71%	859,010		859,010	118%
41001 Water Connection Fees	303,680	307,675	185,260	37,620	0	***%			0	0%
41005 Water Late Charges	12,716	28,032	66,464	70,953	4,295	***%			0	0%
41010 Water Meter Fees	23,030	15,832	2,199	-9,693	0	***%			0	0%
Group:	636,088	680,507	619,781	609,979	726,469	84%	859,010	0	859,010	118%
43000 Property Taxes Collected										
43000 Property Taxes Collected					19,950	0%			0	0%
Group:					19,950	0%	0	0	0	0%
46000 Revenues & Interest										
46000 Revenues & Interest	153	748	630	437	179	244%			0	0%
46007 State/Federal Grants					30,000	0%			0	0%
46010 Transfer In		3,000			0	0%			0	0%
46100 Realized Earnings	756	504			0	0%			0	0%
46150 Miscellaneous Income		40,748	102	43	17	253%			0	0%
46151 Refund/Adjustments	4,520	3,144	3,608	780	734	106%			0	0%
46152 Recycling	1,037	125		1,559	0	***%			0	0%
46155 Will Serve Processing	500	250	500	525	125	420%			0	0%
Group:	6,966	48,519	4,840	3,344	31,055	11%	0	0	0	0%
Fund:	642,144	729,026	760,300	627,644	777,474	81%	859,010	0	859,010	110%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

60 SOLID WASTE DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	15-16	16-17	17-18	18-19	Budget 18-19	Rec. 18-19	Budget 19-20	Change 19-20	Budget 19-20	Budget 19-20
40000										
40750	2,543				0	0%			0	0%
Group:	2,543				0	0%	0	0	0	0%
46000 Revenues & Interest										
46005 Franchise Fees	29,346	34,128	34,736	30,320	32,323	94%	32,323		32,323	100%
Group:	29,346	34,128	34,736	30,320	32,323	94%	32,323	0	32,323	100%
Fund:	31,889	34,128	34,736	30,320	32,323	94%	32,323	0	32,323	100%
Grand Total:	1,838,944	1,955,328	2,009,219	1,690,011	2,262,656		2,597,374	0	2,597,374	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
62000	Fire										
105	Salaries and Wages	44,471	61,161	65,192	63,759	66,000	97%	123,337		123,337	187%
110	Payroll tax expense		2,111		9,831	0	***%	28,000		28,000	*****%
111	BOD Stipend				743	990	75%	1,313		1,313	133%
115	Payroll Expenses	402			375	0	***%	750		750	*****%
120	Workers' Compensation	6,968	4,985	5,958	8,019	8,019	100%	9,000		9,000	112%
121	Physicals	1,200	890			2,500	0%	2,500		2,500	100%
125	Volunteer firefighter sti	21,632	30,267	32,316	34,387	72,000	48%	38,000		38,000	53%
126	Strike Team Pay - VFF	33,379	25,573	99,034	3,539	100,000	4%			0	0%
130	Payroll Tax - Fed W/H		4,221			0	0%			0	0%
135	Payroll Tax - FICA	3,435	3,967	8,144	1,766	8,000	22%			0	0%
140	Payroll Tax - Medicare	1,437	1,701	2,868	934	4,000	23%			0	0%
155	Payroll Tax - SUI	1,688	3,370	3,918	926	5,000	19%			0	0%
160	Payroll Tax - ETT	81	117	176	23	300	8%			0	0%
165	Payroll Tax - FUTA	3,799	4,164	6,021	284	284	100%			0	0%
205	Insurance - Health	418	264	759	717	1,000	72%	4,944		4,944	494%
210	Insurance - Dental	36	89	369	132	600	22%	400		400	67%
215	Insurance - Vision	6	14	58	21	100	21%	100		100	100%
225	Retirement - PERS expense	48	958	1,383	805	1,600	50%	6,836		6,836	427%
305	Operations and maintenanc	1,948	2,600	5,094	3,227	6,000	54%	6,000		6,000	100%
310	Phone and fax expense	455	275	4	113	800	14%	900		900	113%
315	Postage, shipping and fre	604	414	48	38	100	38%	200		200	200%
320	Printing and reproduction		350	29	117	200	59%	300		300	150%
325	Professional svcs - Accou		2,855	6,693	12,193	10,000	122%	6,565		6,565	66%
326	Professional svcs - Engin	2,676				0	0%			0	0%

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20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
327	Professional svcs - Legal	4,650		12,402	10,942	25,000	44%	14,225		14,225	57%
328	Insurance - prop and liab	2,219		5,939	11,734	11,734	100%	13,100		13,100	112%
330	Contract labor	3,818				0	0%			0	0%
331	Professional Services - L			527		8,250	0%	1,800		1,800	22%
334	Maintenance Agreements				1,865	1,000	187%	4,320		4,320	432%
335	Meals - Reimbursement	84	125	119	50	600	8%	600		600	100%
340	Meetings and conferences					500	0%	500		500	100%
345	Mileage expense reimburse			52	240	500	48%	500		500	100%
350	Repairs and maint - compu	397		1,994	1,735	3,000	58%	3,860		3,860	129%
351	Repairs and maint - equip	4,526	5,778	3,107	2,960	8,000	37%	8,000		8,000	100%
352	Repairs and maint - struc	259	5,933	1,344	171	1,000	17%	1,000		1,000	100%
353	Repairs & Maint- Infrastr	646				0	0%			0	0%
354	Repairs and maint - vehic	8,627	9,073	13,554	15,125	15,000	101%	15,000		15,000	100%
370	Dispatch services (Fire)	6,414	8,082	7,544	10,355	10,355	100%	11,000		11,000	106%
375	Internet expenses	54		713	1,033	660	157%	1,400		1,400	212%
376	Webpage- Upgrade/Maint			231	330	400	83%	525		525	131%
380	Utilities - alarm service	18	6			200	0%	165		165	83%
381	Utilities - electric	1,585	404	3,525	1,984	4,000	50%	2,500		2,500	63%
382	Utilities - propane	164	255	532	125	450	28%	500		500	111%
385	Dues and subscriptions	1,627	2,901	4,224	2,203	4,000	55%	4,000		4,000	100%
386	Education and training	401	4,075	1,380	3,978	5,000	80%	6,000		6,000	120%
388	Education and training: C	280				0	0%			0	0%
393	Advertising and public no	88			144	500	29%	500		500	100%
394	LAFCO Allocations	467			965	965	100%	1,755		1,755	182%

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20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
395	Community Outreach	395	628	836	1,462	1,500	97%	2,000		2,000	133%
400	Supplies	22	502			0	0%			0	0%
405	Software	579		1,445	1,500	1,500	100%	2,000		2,000	133%
410	Office Supplies	463		183	411	400	103%	450		450	113%
415	Office Equipment	1,744				0	0%			0	0%
420	Equipt. & Supplies		1,157	1,465		0	0%			0	0%
450	EMS supplies	1,815	829	3,616	1,778	3,500	51%	3,000		3,000	86%
455	Fire Safety Gear & Equipm	4,214	21,918	18,533	4,128	10,000	41%	3,000		3,000	30%
456	VFF Assistance Grant	14,269		32,049	23,818	40,000	60%	40,000		40,000	100%
465	Cell phones, radios and p	713			204	500	41%	605		605	121%
470	Communication equipment	3,189	1,418	5,651	947	3,000	32%	5,000		5,000	167%
475	Computer supplies and upg	28		2,715	3,070	3,000	102%	8,000		8,000	267%
485	Fuel expense	5,089	3,203	7,745	5,206	6,500	80%	6,500		6,500	100%
490	Small tools and equipment	394	710	1,663	19	3,500	1%	2,000		2,000	57%
495	Uniform expense	4,698	2,363	1,700	1,176	3,500	34%	3,000		3,000	86%
500	Capital Outlay	4,160		211,904		0	0%			0	0%
503	Weed Abatement Costs	2,734	4,935	8,748		3,200	0%	9,000		9,000	281%
505	Fire Training Grounds	1,895	1,055			3,000	0%	1,000		1,000	33%
510	Fire station addition		29,234	15,361	6,412	10,000	64%	6,000		6,000	60%
530	Fire hydrant replacement	143,750				0	0%			0	0%
710	County hazmat dues	2,000	2,000	2,000	2,000	2,000	100%	2,000		2,000	100%
715	Licenses, permits and fee	54	128	320	273	800	34%	800		800	100%
820	Fireworks Clean Up	1,000				0	0%			0	0%
900	Misc	336				0	0%			0	0%

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20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
905	Admin Allocation Transfer				-150	0	***%			0	0%
920	Credit Card Service Fees	54				0	0%			0	0%
925	Bank service charges	834				0	0%			0	0%
930	Interest Fees	15				0	0%			0	0%
960	Property tax expense	721	268	400	211	211	100%	215		215	102%
	Account:	356,172	257,326	611,585	260,353	484,718	54%	414,965	0	414,965	86%
62500	Fire Hydrants										
326	Professional svcs - Engin	1,446				0	0%			0	0%
	Account:	1,446				0	***%	0	0	0	0%
70000	Transfer Out										
327	Professional svcs - Legal		58,150			0	0%			0	0%
440	Vehicle Replacement Fund		30,000			0	0%			0	0%
990	Retirement/Health Ins Lia					0	0%	685		685	*****%
	Account:		88,150			0	***%	685	0	685	*****%
	Fund:	357,618	345,476	611,585	260,353	484,718	54%	415,650	0	415,650	86%

%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
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30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
62000	Fire										
327	Professional svcs - Legal				1	0 ***%			0	0%	
	Account:				1	0 ***%	0	0	0	0%	
63000	Lighting										
105	Salaries and Wages	6,406	5,011	7,231	7,418	10,000 74%	11,000		11,000	110%	
110	Payroll tax expense		448		639	0 ***%	2,000		2,000	*****%	
111	BOD Stipend				135	180 75%	109		109	61%	
115	Payroll Expenses	329			57	0 ***%	150		150	*****%	
120	Workers' Compensation	2,363	1,057		37	200 19%	200		200	100%	
130	Payroll Tax - Fed W/H		895			500 0%			0	0%	
135	Payroll Tax - FICA	221	281			500 0%			0	0%	
140	Payroll Tax - Medicare	87	83	106	83	212 39%			0	0%	
155	Payroll Tax - SUI	54	54	68		100 0%			0	0%	
160	Payroll Tax - ETT	4	6	4		100 0%			0	0%	
165	Payroll Tax - FUTA	84	111	46		0 0%			0	0%	
205	Insurance - Health	494		370	660	900 73%	1,212		1,212	135%	
210	Insurance - Dental	33	16	55	35	75 47%	150		150	200%	
215	Insurance - Vision	5	3	9	5	20 25%	100		100	500%	
225	Retirement - PERS expense	1,791	384	442	325	650 50%	650		650	100%	
305	Operations and maintenanc	222	3,224	85	129	2,000 6%	2,000		2,000	100%	
310	Phone and fax expense	237	58	1		120 0%			0	0%	
320	Printing and reproduction	41	13		2	100 2%	100		100	100%	
325	Professional svcs - Accou		558	1,254	2,193	2,800 78%	544		544	19%	
326	Professional svcs - Engin	130				0 0%	5,000		5,000	*****%	
327	Professional svcs - Legal	4,284		1,457	920	4,500 20%	1,179		1,179	26%	

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30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
328	Insurance - prop and liab	2,219			413	413	100%	450		450	109%
330	Contract labor	3,818				0	0%			0	0%
331	Professional Services - L			109		1,500	0%	900		900	60%
334	Maintenance Agreements				127	200	64%	300		300	150%
335	Meals - Reimbursement			1		0	0%			0	0%
340	Meetings and conferences					350	0%	350		350	100%
345	Mileage expense reimburse			9	51	150	34%	45		45	30%
350	Repairs and maint - compu			154	173	1,000	17%	100		100	10%
351	Repairs and maint - equip	663				1,000	0%	1,000		1,000	100%
352	Repairs and maint - struc			96		0	0%			0	0%
353	Repairs & Maint- Infrastr	183				24,000	0%	24,000		24,000	100%
354	Repairs and maint - vehic		368			0	0%			0	0%
375	Internet expenses	30				120	0%			0	0%
376	Webpage- Upgrade/Maint			42	60	100	60%	44		44	44%
381	Utilities - electric	12,628	18,244	16,898	15,683	26,000	60%	26,000		26,000	100%
382	Utilities - propane	42		71	23	100	23%			0	0%
385	Dues and subscriptions		159	298	111	300	37%	300		300	100%
386	Education and training			31	32	1,500	2%	1,500		1,500	100%
393	Advertising and public no	11			4	100	4%	500		500	500%
394	LAFCO Allocations	467			176	176	100%	293		293	166%
405	Software	533		292		500	0%			0	0%
410	Office Supplies	294			11	100	11%	25		25	25%
415	Office Equipment	1,744				0	0%			0	0%
465	Cell phones, radios and p	13			48	120	40%	75		75	63%

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30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
475	Computer supplies and upg	6			53	100	53%	200		200	200%
485	Fuel expense	185	13			100	0%	100		100	100%
490	Small tools and equipment		393			1,000	0%	1,000		1,000	100%
500	Capital Outlay	5,655		1,025		0	0%			0	0%
715	Licenses, permits and fee	54	70	2	2	0	***%	50		50	*****%
925	Bank service charges	12				0	0%			0	0%
930	Interest Fees	15				0	0%			0	0%
960	Property tax expense	71				0	0%			0	0%
990	Retirement/Health Ins Lia				28	0	***%	343		343	*****%
	Account:	45,428	31,449	30,156	29,633	81,886	36%	81,969	0	81,969	100%
70000	Transfer Out										
327	Professional svcs - Legal		44,425			0	0%			0	0%
440	Vehicle Replacement Fund		10,000			0	0%			0	0%
	Account:		54,425			0	***%	0	0	0	0%
	Fund:	45,428	85,874	30,156	29,634	81,886	36%	81,969	0	81,969	100%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
64000	Sanitary										
100	PERSONNEL	96				0	0%			0	0%
104	Paid Time Off	208				0	0%			0	0%
105	Salaries and Wages	120,233	127,713	133,608	106,395	163,500	65%	204,870		204,870	125%
106	Vacation Used	759				0	0%			0	0%
107	Overtime	1,525				0	0%			0	0%
108	Sick Leave Used	167				0	0%			0	0%
109	Stand-by Hours	735	3,930	8,158	4,472	7,500	60%	7,500		7,500	100%
110	Payroll tax expense		5,118		7,672	0	***%	12,903		12,903	*****%
111	BOD Stipend				1,800	2,400	75%	2,190		2,190	91%
115	Payroll Expenses	909			742	0	***%	1,000		1,000	*****%
120	Workers' Compensation	7,000	12,084	3,105	4,922	4,922	100%	6,500		6,500	132%
130	Payroll Tax - Fed W/H		10,233			0	0%			0	0%
135	Payroll Tax - FICA	3,025	3,923		3	25	12%			0	0%
140	Payroll Tax - Medicare	1,760	1,909	2,062	1,164	2,000	58%			0	0%
155	Payroll Tax - SUI	615	952	1,201	33	1,500	2%			0	0%
160	Payroll Tax - ETT	91	132	90	1	200	1%			0	0%
165	Payroll Tax - FUTA	1,053	1,649	1,185	21	0	***%			0	0%
205	Insurance - Health	8,682	6,144	22,491	14,184	18,000	79%	34,800		34,800	193%
206	Insurance - CalPers Healt				479	200	240%	600		600	300%
210	Insurance - Dental	822	652	1,076	521	1,000	52%	1,200		1,200	120%
215	Insurance - Vision	125	101	168	84	200	42%	400		400	200%
225	Retirement - PERS expense	8,625	10,878	12,409	9,827	16,500	60%	19,000		19,000	115%
305	Operations and maintenanc	3,631	12,814	5,385	4,227	6,000	70%	6,000		6,000	100%
310	Phone and fax expense	1,552	1,499	1,007	779	1,200	65%	1,800		1,800	150%

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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
315	Postage, shipping and fre	1,970	2,606	3,233	2,674	4,000	67%	4,000		4,000	100%
320	Printing and reproduction	279	243	965	637	600	106%	750		750	125%
325	Professional svcs - Accou		6,920	16,226	29,196	36,000	81%	10,948		10,948	30%
326	Professional svcs - Engin	9,006	6,229	29,279	6,385	12,000	53%	12,000		12,000	100%
327	Professional svcs - Legal	19,513		24,019	14,630	30,000	49%	23,720		23,720	79%
328	Insurance - prop and liab	8,840		1,811	8,261	8,261	100%	8,500		8,500	103%
329	New Hire Screening		20	40	20	100	20%	100		100	100%
330	Contract labor	4,698		2,525	1,850	5,000	37%	5,000		5,000	100%
331	Professional Services - L		1,304	12,640	2,675	15,000	18%	20,250		20,250	135%
332	Professional Services - L			53		0	0%			0	0%
334	Maintenance Agreements				5,734	5,000	115%	6,600		6,600	132%
335	Meals - Reimbursement			18		100	0%	100		100	100%
340	Meetings and conferences					750	0%	5,000		5,000	667%
345	Mileage expense reimburse	258	387	182	581	500	116%	912		912	182%
350	Repairs and maint - compu	764		3,375	2,928	3,000	98%	3,300		3,300	110%
351	Repairs and maint - equip	1,594	20,164	5,065	63	14,000	0%	14,000		14,000	100%
352	Repairs and maint - struc		1,321	188	397	1,500	26%	1,500		1,500	100%
353	Repairs & Maint- Infrastr	263	315	443	180	3,000	6%	3,000		3,000	100%
354	Repairs and maint - vehic	470	1,238	976	754	2,000	38%	2,000		2,000	100%
355	Testing & Supplies (WWTP)	4,749	1,559	11,601	4,824	12,000	40%	12,000		12,000	100%
362	Cross-Connection Control	250				0	0%			0	0%
375	Internet expenses	168		713	1,033	1,600	65%	1,400		1,400	88%
376	Webpage- Upgrade/Maint			560	800	960	83%	876		876	91%
380	Utilities - alarm service	767	482	665	543	1,000	54%	700		700	70%

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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
381	Utilities - electric	55,298	70,713	65,242	55,941	75,000	75%	70,000		70,000	93%
382	Utilities - propane	309	418	978	304	500	61%	1,000		1,000	200%
383	Utilities - trash	567	573	611	528	650	81%	700		700	108%
385	Dues and subscriptions	574	2,265	4,448	2,799	2,300	122%	3,000		3,000	130%
386	Education and training	395	308	594	1,220	1,500	81%	4,000		4,000	267%
393	Advertising and public no	45	100	248	154	600	26%	1,000		1,000	167%
394	LAFCO Allocations	1,869			2,340	2,340	100%	1,755		1,755	75%
395	Community Outreach	163				1,200	0%	1,200		1,200	100%
405	Software	2,133		3,578		0	0%			0	0%
410	Office Supplies	1,307	97	350	591	750	79%	1,000		1,000	133%
415	Office Equipment	1,889				0	0%			0	0%
420	Equipt. & Supplies	6,910	754			0	0%			0	0%
432	Utility Rate Design Study		2,085	29,113	2,837	2,837	100%			0	0%
459	Scada - Maintenance Fees	40,165	3,979	829	55	1,000	6%	1,000		1,000	100%
465	Cell phones, radios and p	477			524	1,000	52%	1,735		1,735	174%
475	Computer supplies and upg	6		83	4,411	5,000	88%	10,000		10,000	200%
485	Fuel expense	2,338	2,650	5,007	1,930	5,500	35%	5,000		5,000	91%
490	Small tools and equipment	647	181	1,133	1,271	4,000	32%	4,000		4,000	100%
495	Uniform expense	458	317	804	729	750	97%	1,000		1,000	133%
498	Sales Tax Paid	107				0	0%			0	0%
500	Capital Outlay	15,891	37,906	42,427	44,825	89,650	50%			0	0%
535	Water Lines Repairs	438				0	0%			0	0%
545	Sewer System Mngmt Plan (8,389	8,389	100%			0	0%
555	16th Street Sewer Replace	9,081				0	0%			0	0%

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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
560	Sewer Line Repairs	171				0	0%	10,000		10,000	*****%
570	Repairs, Maint. and Video	9,267	11,298	3,526		2,000	0%	500		500	25%
581	WWTP Expansion	1,549		243,333	2,997	45,000	7%	250,000		250,000	556%
582	WWTP Plant Maintenance	9,671	7,755	13,042	2,082	12,000	17%	12,000		12,000	100%
583	WWTP Drying Pond Maintena	500				0	0%			0	0%
585	Sludge Removal Project	11,358	2,695	2,970		5,000	0%	10,000		10,000	200%
586	WWTF Ground Water Recharg				177,750	177,750	100%			0	0%
705	Waste Discharge Fees/Perm		14,929	17,017	18,633	18,633	100%	20,000		20,000	107%
715	Licenses, permits and fee	20,502	5,442	2,745	723	1,000	72%	1,000		1,000	100%
800	Deposit/ Liabilities	108				0	0%			0	0%
805	Refundable Water/Sewer/Hy	6	326	375	375	0	***%	500		500	*****%
905	Admin Allocation Transfer				-875	0	***%			0	0%
908	Cash Over/ Cash Short	10				0	0%			0	0%
910	Tax Penalties & Late Fees	2		1,672		0	0%			0	0%
911	Finance Charges/Late Fees	32				0	0%			0	0%
920	Credit Card Service Fees	54	7			0	0%			0	0%
925	Bank service charges	140	177			0	0%			0	0%
930	Interest Fees	59				0	0%			0	0%
960	Property tax expense	71	31	29	128	20	640%	200		200	1000%
970	WWTF Long Term maintenanc					0	0%	100,000		100,000	*****%
990	Retirement/Health Ins Lia				379	0	***%	7,707		7,707	*****%
	Account:	409,769	407,525	746,676	572,531	845,887	68%	953,716	0	953,716	113%
70000	Transfer Out										
327	Professional svcs - Legal		82,041			0	0%			0	0%
440	Vehicle Replacement Fund		3,000			0	0%			0	0%
	Account:		85,041			0	***%	0	0	0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
	Fund:	409,769	492,566	746,676	572,531	845,887	68%	953,716	0	953,716	113%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget	% Exp.	Prelim. Budget	Budget Changes	Final Budget	% Old Budget
		15-16	16-17	17-18	18-19						
61000	Administration										
940	Bank service charges			1		0	0%			0 0%	
	Account:			1		0	***%	0	0	0 0%	
64000	Sanitary										
305	Operations and maintenanc			230		0	0%			0 0%	
	Account:			230		0	***%	0	0	0 0%	
65000	Water										
100	PERSONNEL	27				0	0%			0 0%	
104	Paid Time Off	208				0	0%			0 0%	
105	Salaries and Wages	135,924	145,693	147,570	107,603	163,500	66%	213,252		213,252 130%	
106	Vacation Used	284				0	0%			0 0%	
107	Overtime	1,179				0	0%			0 0%	
108	Sick Leave Used	167				0	0%			0 0%	
109	Stand-by Hours	737	3,930	8,158	4,472	7,500	60%	7,500		7,500 100%	
110	Payroll tax expense		5,118		7,672	0	***%	12,903		12,903 *****%	
111	BOD Stipend				1,800	2,400	75%	2,279		2,279 95%	
115	Payroll Expenses	909			742	0	***%	1,000		1,000 *****%	
120	Workers' Compensation	7,007	12,084	2,446	4,388	4,388	100%	6,100		6,100 139%	
130	Payroll Tax - Fed W/H		10,233			0	0%			0 0%	
135	Payroll Tax - FICA	3,030	4,170		3	25	12%			0 0%	
140	Payroll Tax - Medicare	1,973	2,167	2,251	1,178	2,500	47%			0 0%	
155	Payroll Tax - SUI	671	1,048	1,235	35	1,500	2%			0 0%	
160	Payroll Tax - ETT	106	150	97	1	200	1%			0 0%	
165	Payroll Tax - FUTA	1,149	1,793	1,234	22	0	***%			0 0%	
205	Insurance - Health	10,396	8,289	20,686	13,054	18,000	73%	36,168		36,168 201%	
206	Insurance - CalPers Healt				479	200	240%	600		600 300%	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
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For the Year: 2019 - 2020

50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
210	Insurance - Dental	950	696	1,170	529	1,200	44%	1,200		1,200	100%
215	Insurance - Vision	145	107	183	85	200	43%	400		400	200%
225	Retirement - PERS expense	9,791	10,880	13,921	9,884	16,500	60%	19,000		19,000	115%
300		168				0	0%			0	0%
305	Operations and maintenanc	5,069	9,076	8,546	3,986	8,000	50%	8,000		8,000	100%
310	Phone and fax expense	2,076	1,498	1,006	823	1,200	69%	1,800		1,800	150%
315	Postage, shipping and fre	1,938	2,773	3,433	2,688	4,000	67%	4,000		4,000	100%
320	Printing and reproduction	506	243	1,231	637	600	106%	1,000		1,000	167%
324	Professional Svcs- GSA-GS			7,590	42,467	30,000	142%	20,000		20,000	67%
325	Professional svcs - Accou		6,920	16,226	29,196	36,000	81%	11,396		11,396	32%
326	Professional svcs - Engin	1,950	5,166	56,412	13,920	25,000	56%	20,000		20,000	80%
327	Professional svcs - Legal	71,983	8,924	42,196	24,054	40,000	60%	24,691		24,691	62%
328	Insurance - prop and liab	8,840		629	12,986	12,986	100%	14,414		14,414	111%
329	New Hire Screening		20	40	20	150	13%	100		100	67%
330	Contract labor	4,530		2,525	1,850	5,000	37%	5,000		5,000	100%
331	Professional Services - L		1,304	12,693	2,083	20,000	10%	21,150		21,150	106%
332	Professional Services - L		2,657	156,226	346,885	400,000	87%	100,000		100,000	25%
334	Maintenance Agreements				7,323	5,000	146%	6,600		6,600	132%
335	Meals - Reimbursement	31		18	91	200	46%	200		200	100%
340	Meetings and conferences					750	0%	950		950	127%
345	Mileage expense reimburse	291	502	182	581	500	116%	1,000		1,000	200%
350	Repairs and maint - compu	764		3,375	2,928	5,000	59%	3,300		3,300	66%
351	Repairs and maint - equip	2,957	774	3,854	115	2,000	6%	2,000		2,000	100%
352	Repairs and maint - struc	972	1,164	1,347	535	1,000	54%	1,000		1,000	100%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
353	Repairs & Maint- Infrastr	6,360	14,199	59,054	9,891	30,000	33%	25,000		25,000	83%
354	Repairs and maint - vehic	589	1,238	1,063	753	2,000	38%	2,000		2,000	100%
355	Testing & Supplies (WWTP)		25			0	0%			0	0%
356	Testing & Supplies - Well	26,152	2,075	2,452	1,962	2,500	78%	3,500		3,500	140%
357	Testing & Supplies - Well	1,205	2,242	2,540	1,589	2,500	64%	3,500		3,500	140%
358	Testing & Supplies- SLT W	4,684	4,564	5,630	4,453	5,000	89%	6,000		6,000	120%
359	Testing & Supplies-Other	7,167	5,015	4,803	4,241	5,000	85%	6,000		6,000	120%
362	Cross-Connection Control	1,145	836	1,358	788	1,000	79%	1,000		1,000	100%
375	Internet expenses	168		713	1,033	1,600	65%	1,400		1,400	88%
376	Webpage- Upgrade/Maint			560	800	960	83%	912		912	95%
380	Utilities - alarm service	837	752	665	543	1,000	54%	700		700	70%
381	Utilities - electric	28,050	36,215	40,533	33,547	60,000	56%	55,000		55,000	92%
382	Utilities - propane	309	418	978	304	500	61%	1,000		1,000	200%
383	Utilities - trash	567	573	611	528	650	81%	700		700	108%
385	Dues and subscriptions	6,883	3,870	6,053	2,576	2,300	112%	2,600		2,600	113%
386	Education and training	1,129	422	1,105	1,516	2,500	61%	3,000		3,000	120%
387	Education and training: T		50			0	0%			0	0%
393	Advertising and public no	200	245	248	656	1,200	55%	1,000		1,000	83%
394	LAFCO Allocations	1,869			2,340	2,340	100%	1,755		1,755	75%
395	Community Outreach	163				1,200	0%	1,200		1,200	100%
400	Supplies	322				0	0%			0	0%
405	Software	2,133		3,578		0	0%			0	0%
410	Office Supplies	2,108	97	349	635	500	127%	1,000		1,000	200%
415	Office Equipment	2,417				1,500	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
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50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget	% Exp.	Prelim. Budget	Budget Changes	Final Budget	% Old Budget
		15-16	16-17	17-18	18-19						
420	Equipt. & Supplies	7,097	754	528		0	0%			0	0%
425	Well #3 Rehab - Capital	74,807	1,179	7,700		0	0%			0	0%
430	Equipt & Supplies-Well #4	1,196				0	0%			0	0%
431	SLT Blending Line - CDBG		42,073	156,774	9,025	2,000	451%			0	0%
432	Utility Rate Design Study		2,085	29,113	2,837	2,837	100%			0	0%
433	K Street Waterline Replac		18,342	7,329		0	0%			0	0%
459	Scada - Maintenance Fees	160,643	1,110	829	55	1,000	6%	1,000		1,000	100%
465	Cell phones, radios and p	477			468	500	94%	1,828		1,828	366%
475	Computer supplies and upg	6		1,583	4,322	5,000	86%	10,000		10,000	200%
481	Chemicals- Well #3	2,370	1,397	2,026	1,836	3,000	61%	3,000		3,000	100%
482	Chemicals-Well #4	1,134	2,732	2,435	2,377	3,000	79%	3,500		3,500	117%
483	Chemicals-SLT Well		344	941	757	1,500	50%	1,500		1,500	100%
485	Fuel expense	2,127	2,603	3,655	1,930	4,000	48%	3,000		3,000	75%
490	Small tools and equipment	671	226	1,892	551	3,000	18%	3,000		3,000	100%
495	Uniform expense	458	85	767	603	750	80%	1,000		1,000	133%
500	Capital Outlay	15,891	86,435	43,070		0	0%			0	0%
516	Water Projects Well 3	9,772	571			0	0%			0	0%
517	Water Projects Well 4	479				0	0%			0	0%
518	Water Projects SLT Well	3,780				0	0%			0	0%
520	Water Main Valves Replace	3,965				5,000	0%	10,000		10,000	200%
525	Water meter replacement	7,793	28,522	15,659	13,520	15,000	90%	15,000		15,000	100%
530	Fire hydrant replacement	1,826				0	0%			0	0%
535	Water Lines Repairs	502	1,582	4,850	1,332	20,000	7%	20,000		20,000	100%
537	River Road Realignment	171				0	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
553	Manholes and Valve Raisin	1,062				0	0%			0	0%
560	Sewer Line Repairs	554				0	0%			0	0%
570	Repairs, Maint. and Video	3,379				0	0%			0	0%
582	WWTP Plant Maintenance	3,267				0	0%			0	0%
605	USDA Loan Payment	66,381	41,481	66,351		18,000	0%	20,000		20,000	111%
710	County hazmat dues		981			0	0%			0	0%
715	Licenses, permits and fee	-915	6,696	8,371	6,233	3,500	178%	6,500		6,500	186%
800	Deposit/ Liabilities	-4				0	0%			0	0%
805	Refundable Water/Sewer/Hy	3,248	3,035	375	375	0	***%	500		500	*****%
908	Cash Over/ Cash Short	10				0	0%			0	0%
910	Tax Penalties & Late Fees	23		1,672		0	0%			0	0%
911	Finance Charges/Late Fees	16				0	0%			0	0%
920	Credit Card Service Fees	54	7			0	0%			0	0%
925	Bank service charges	140	177			0	0%			0	0%
930	Interest Fees	59			48,642	49,756	98%	50,000		50,000	100%
940	Bank service charges				84	0	***%			0	0%
960	Property tax expense		163			0	0%			0	0%
990	Retirement/Health Ins Lia				379	0	***%	8,050		8,050	*****%
	Account:	743,624	562,795	1,004,693	808,596	1,077,592	75%	822,148	0	822,148	76%
70000	Transfer Out										
327	Professional svcs - Legal		82,041			0	0%			0	0%
440	Vehicle Replacement Fund		3,000			0	0%			0	0%
	Account:		85,041			0	***%	0	0	0	0%
	Fund:	743,624	647,836	1,004,924	808,596	1,077,592	75%	822,148	0	822,148	76%

%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
66000	SOLID WASTE										
105	Salaries and Wages			387	642	4,500	14%	10,239		10,239	228%
110	Payroll tax expense				60	400	15%	800		800	200%
111	BOD Stipend				23	30	77%	109		109	363%
115	Payroll Expenses				8	0	***%	100		100	*****%
120	Workers' Compensation				6	100	6%	100		100	100%
140	Payroll Tax - Medicare			5	6	400	2%			0	0%
165	Payroll Tax - FUTA			1		0	0%			0	0%
205	Insurance - Health			50	96	500	19%	1,164		1,164	233%
210	Insurance - Dental			2	2	50	4%	100		100	200%
215	Insurance - Vision					0	0%	100		100	*****%
225	Retirement - PERS expense			46	42	500	8%	200		200	40%
305	Operations and maintenanc	28		325	484	200	242%	2,000		2,000	1000%
310	Phone and fax expense					25	0%			0	0%
315	Postage, shipping and fre					0	0%	500		500	*****%
320	Printing and reproduction			2		50	0%	500		500	1000%
325	Professional svcs - Accou		48	165	361	500	72%	547		547	109%
327	Professional svcs - Legal	6,642	4,832	5,728	305	5,750	5%	1,185		1,185	21%
328	Insurance - prop and liab				69	69	100%	100		100	145%
331	Professional Services - L			3		250	0%	900		900	360%
334	Maintenance Agreements				21	25	84%	300		300	1200%
340	Meetings and conferences					200	0%	200		200	100%
345	Mileage expense reimburse			2		50	0%	46		46	92%
350	Repairs and maint - compu			26	29	100	29%	100		100	100%
375	Internet expenses					25	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
376	Webpage- Upgrade/Maint			7	10	15	67%	44		44	293%
382	Utilities - propane			10	4	50	8%			0	0%
384	Trash Recepticles	4,758				2,000	0%	2,000		2,000	100%
385	Dues and subscriptions		3	50	18	50	36%	50		50	100%
386	Education and training			4	5	250	2%	500		500	200%
393	Advertising and public no	799		495	1	500	0%	500		500	100%
394	LAFCO Allocations				29	29	100%	293		293	1010%
395	Community Outreach					0	0%	1,000		1,000	*****%
405	Software			14		50	0%			0	0%
410	Office Supplies				2	10	20%	25		25	250%
465	Cell phones, radios and p					0	0%	77		77	*****%
475	Computer supplies and upg				9	10	90%	200		200	2000%
990	Retirement/Health Ins Lia				5	0	***%	343		343	*****%
	Account:	12,227	4,885	7,320	2,237	16,688	13%	24,322	0	24,322	146%
70000	Transfer Out										
327	Professional svcs - Legal		508			0	0%			0	0%
	Account:		508			0	***%	0	0	0	0%
	Fund:	12,227	5,393	7,320	2,237	16,688	13%	24,322	0	24,322	146%
											%
	Grand Total:	1,568,666	1,577,145	2,400,661	1,673,351	2,506,771		2,297,805	0	2,297,805	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals by Object
For the Year: 2019 - 2020

Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
	15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
100 PERSONNEL	123				0	***%	0	0	0	0
104 Paid Time Off	416				0	***%	0	0	0	0
105 Salaries and Wages	307,034	339,578	353,988	285,817	407,500	70%	562,698	0	562,698	138
106 Vacation Used	1,043				0	***%	0	0	0	0
107 Overtime	2,704				0	***%	0	0	0	0
108 Sick Leave Used	334				0	***%	0	0	0	0
109 Stand-by Hours	1,472	7,860	16,316	8,944	15,000	60%	15,000	0	15,000	100
110 Payroll tax expense		12,795		25,874	400	***%	56,606	0	56,606	14152
111 BOD Stipend				4,501	6,000	75%	6,000	0	6,000	100
115 Payroll Expenses	2,549			1,924	0	***%	3,000	0	3,000	****
120 Workers' Compensation	23,338	30,210	11,509	17,372	17,629	99%	21,900	0	21,900	124
121 Physicals	1,200	890			2,500	0%	2,500	0	2,500	100
125 Volunteer firefighter sti	21,632	30,267	32,316	34,387	72,000	48%	38,000	0	38,000	53
126 Strike Team Pay - VFF	33,379	25,573	99,034	3,539	100,000	4%	0	0	0	0
130 Payroll Tax - Fed W/H		25,582			500	0%	0	0	0	0
135 Payroll Tax - FICA	9,711	12,341	8,144	1,772	8,550	21%	0	0	0	0
140 Payroll Tax - Medicare	5,257	5,860	7,292	3,365	9,112	37%	0	0	0	0
155 Payroll Tax - SUI	3,028	5,424	6,422	994	8,100	12%	0	0	0	0
160 Payroll Tax - ETT	282	405	367	25	800	3%	0	0	0	0
165 Payroll Tax - FUTA	6,085	7,717	8,487	327	284	115%	0	0	0	0
205 Insurance - Health	19,990	14,697	44,356	28,711	38,400	75%	78,288	0	78,288	204
206 Insurance - CalPers Healt				958	400	240%	1,200	0	1,200	300
210 Insurance - Dental	1,841	1,453	2,672	1,219	2,925	42%	3,050	0	3,050	104
215 Insurance - Vision	281	225	418	195	520	38%	1,100	0	1,100	212
225 Retirement - PERS expense	20,255	23,100	28,201	20,883	35,750	58%	45,686	0	45,686	128
300	168				0	***%	0	0	0	0
305 Operations and maintenanc	10,898	27,714	19,665	12,053	22,200	54%	24,000	0	24,000	108
310 Phone and fax expense	4,320	3,330	2,018	1,715	3,345	51%	4,500	0	4,500	135
315 Postage, shipping and fre	4,512	5,793	6,714	5,400	8,100	67%	8,700	0	8,700	107
320 Printing and reproduction	826	851	2,225	1,393	1,550	90%	2,650	0	2,650	171
324 Professional Svcs- GSA-GS			7,590	42,467	30,000	142%	20,000	0	20,000	67
325 Professional svcs - Accou		17,301	40,564	73,139	85,300	86%	30,000	0	30,000	35
326 Professional svcs - Engin	15,208	11,395	85,691	20,305	37,000	55%	37,000	0	37,000	100
327 Professional svcs - Legal	107,072	280,921	85,802	50,852	105,250	48%	65,000	0	65,000	62
328 Insurance - prop and liab	22,118		8,379	33,463	33,463	100%	36,564	0	36,564	109
329 New Hire Screening		40	80	40	250	16%	200	0	200	80
330 Contract labor	16,864		5,050	3,700	10,000	37%	10,000	0	10,000	100
331 Professional Services - L		2,608	25,972	4,758	45,000	11%	45,000	0	45,000	100
332 Professional Services - L		2,657	156,279	346,885	400,000	87%	100,000	0	100,000	25
334 Maintenance Agreements				15,070	11,225	134%	18,120	0	18,120	161
335 Meals - Reimbursement	115	125	156	141	900	16%	900	0	900	100
340 Meetings and conferences					2,550	0%	7,000	0	7,000	275
345 Mileage expense reimburse	549	889	427	1,453	1,700	85%	2,503	0	2,503	147
350 Repairs and maint - compu	1,925		8,924	7,793	12,100	64%	10,660	0	10,660	88
351 Repairs and maint - equip	9,740	26,716	12,026	3,138	25,000	13%	25,000	0	25,000	100
352 Repairs and maint - struc	1,231	8,418	2,975	1,103	3,500	32%	3,500	0	3,500	100
353 Repairs & Maint- Infrastr	7,452	14,514	59,497	10,071	57,000	18%	52,000	0	52,000	91
354 Repairs and maint - vehic	9,686	11,917	15,593	16,632	19,000	88%	19,000	0	19,000	100
355 Testing & Supplies (WWTP)	4,749	1,584	11,601	4,824	12,000	40%	12,000	0	12,000	100
356 Testing & Supplies - Well	26,152	2,075	2,452	1,962	2,500	78%	3,500	0	3,500	140
357 Testing & Supplies - Well	1,205	2,242	2,540	1,589	2,500	64%	3,500	0	3,500	140

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals by Object
For the Year: 2019 - 2020

Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
	15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
358 Testing & Supplies- SLT W	4,684	4,564	5,630	4,453	5,000	89%	6,000	0	6,000	120
359 Testing & Supplies-Other	7,167	5,015	4,803	4,241	5,000	85%	6,000	0	6,000	120
362 Cross-Connection Control	1,395	836	1,358	788	1,000	79%	1,000	0	1,000	100
370 Dispatch services (Fire)	6,414	8,082	7,544	10,355	10,355	100%	11,000	0	11,000	106
375 Internet expenses	420		2,139	3,099	4,005	77%	4,200	0	4,200	105
376 Webpage- Upgrade/Maint			1,400	2,000	2,435	82%	2,401	0	2,401	99
380 Utilities - alarm service	1,622	1,240	1,330	1,086	2,200	49%	1,565	0	1,565	71
381 Utilities - electric	97,561	125,576	126,198	107,155	165,000	65%	153,500	0	153,500	93
382 Utilities - propane	824	1,091	2,569	760	1,600	48%	2,500	0	2,500	156
383 Utilities - trash	1,134	1,146	1,222	1,056	1,300	81%	1,400	0	1,400	108
384 Trash Recepticles	4,758				2,000	0%	2,000	0	2,000	100
385 Dues and subscriptions	9,084	9,198	15,073	7,707	8,950	86%	9,950	0	9,950	111
386 Education and training	1,925	4,805	3,114	6,751	10,750	63%	15,000	0	15,000	140
387 Education and training: T		50			0	***%	0	0	0	0
388 Education and training: C	280				0	***%	0	0	0	0
393 Advertising and public no	1,143	345	991	959	2,900	33%	3,500	0	3,500	121
394 LAFCO Allocations	4,672			5,850	5,850	100%	5,851	0	5,851	100
395 Community Outreach	721	628	836	1,462	3,900	37%	5,400	0	5,400	138
400 Supplies	344	502			0	***%	0	0	0	0
405 Software	5,378		8,907	1,500	2,050	73%	2,000	0	2,000	98
410 Office Supplies	4,172	194	882	1,650	1,760	94%	2,500	0	2,500	142
415 Office Equipment	7,794				1,500	0%	0	0	0	0
420 Equipt. & Supplies	14,007	2,665	1,993		0	***%	0	0	0	0
425 Well #3 Rehab - Capital	74,807	1,179	7,700		0	***%	0	0	0	0
430 Equipt & Supplies-Well #4	1,196				0	***%	0	0	0	0
431 SLT Blending Line - CDBG		42,073	156,774	9,025	2,000	451%	0	0	0	0
432 Utility Rate Design Study		4,170	58,226	5,674	5,674	100%	0	0	0	0
433 K Street Waterline Replac		18,342	7,329		0	***%	0	0	0	0
440 Vehicle Replacement Fund		46,000			0	***%	0	0	0	0
450 EMS supplies	1,815	829	3,616	1,778	3,500	51%	3,000	0	3,000	86
455 Fire Safety Gear & Equipm	4,214	21,918	18,533	4,128	10,000	41%	3,000	0	3,000	30
456 VFF Assistance Grant	14,269		32,049	23,818	40,000	60%	40,000	0	40,000	100
459 Scada - Maintenance Fees	200,808	5,089	1,658	110	2,000	6%	2,000	0	2,000	100
465 Cell phones, radios and p	1,680			1,244	2,120	59%	4,320	0	4,320	204
470 Communication equipment	3,189	1,418	5,651	947	3,000	32%	5,000	0	5,000	167
475 Computer supplies and upg	46		4,381	11,865	13,110	91%	28,400	0	28,400	217
481 Chemicals- Well #3	2,370	1,397	2,026	1,836	3,000	61%	3,000	0	3,000	100
482 Chemicals-Well #4	1,134	2,732	2,435	2,377	3,000	79%	3,500	0	3,500	117
483 Chemicals-SLT Well		344	941	757	1,500	50%	1,500	0	1,500	100
485 Fuel expense	9,739	8,469	16,407	9,066	16,100	56%	14,600	0	14,600	91
490 Small tools and equipment	1,712	1,510	4,688	1,841	11,500	16%	10,000	0	10,000	87
495 Uniform expense	5,614	2,765	3,271	2,508	5,000	50%	5,000	0	5,000	100
498 Sales Tax Paid	107				0	***%	0	0	0	0
500 Capital Outlay	41,597	124,341	298,426	44,825	89,650	50%	0	0	0	0
503 Weed Abatement Costs	2,734	4,935	8,748		3,200	0%	9,000	0	9,000	281
505 Fire Training Grounds	1,895	1,055			3,000	0%	1,000	0	1,000	33
510 Fire station addition		29,234	15,361	6,412	10,000	64%	6,000	0	6,000	60
516 Water Projects Well 3	9,772	571			0	***%	0	0	0	0
517 Water Projects Well 4	479				0	***%	0	0	0	0
518 Water Projects SLT Well	3,780				0	***%	0	0	0	0
520 Water Main Valves Replace	3,965				5,000	0%	10,000	0	10,000	200

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals by Object
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Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
	15-16	16-17	17-18	18-19	Budget 18-19	Exp. 18-19	Budget 19-20	Changes 19-20	Budget 19-20	Budget 19-20
525 Water meter replacement	7,793	28,522	15,659	13,520	15,000	90%	15,000	0	15,000	100
530 Fire hydrant replacement	145,576				0	***%	0	0	0	0
535 Water Lines Repairs	940	1,582	4,850	1,332	20,000	7%	20,000	0	20,000	100
537 River Road Realignment	171				0	***%	0	0	0	0
545 Sewer System Mngmt Plan (8,389	8,389	100%	0	0	0	0
553 Manholes and Valve Raisin	1,062				0	***%	0	0	0	0
555 16th Street Sewer Replace	9,081				0	***%	0	0	0	0
560 Sewer Line Repairs	725				0	***%	10,000	0	10,000	*****
570 Repairs, Maint. and Video	12,646	11,298	3,526		2,000	0%	500	0	500	25
581 WWTP Expansion	1,549		243,333	2,997	45,000	7%	250,000	0	250,000	556
582 WWTP Plant Maintenance	12,938	7,755	13,042	2,082	12,000	17%	12,000	0	12,000	100
583 WWTP Drying Pond Maintena	500				0	***%	0	0	0	0
585 Sludge Removal Project	11,358	2,695	2,970		5,000	0%	10,000	0	10,000	200
586 WWTF Ground Water Recharg				177,750	177,750	100%	0	0	0	0
605 USDA Loan Payment	66,381	41,481	66,351		18,000	0%	20,000	0	20,000	111
705 Waste Discharge Fees/Perm		14,929	17,017	18,633	18,633	100%	20,000	0	20,000	107
710 County hazmat dues	2,000	2,981	2,000	2,000	2,000	100%	2,000	0	2,000	100
715 Licenses, permits and fee	19,695	12,336	11,438	7,231	5,300	136%	8,350	0	8,350	158
800 Deposit/ Liabilities	104				0	***%	0	0	0	0
805 Refundable Water/Sewer/Hy	3,254	3,361	750	750	0	***%	1,000	0	1,000	*****
820 Fireworks Clean Up	1,000				0	***%	0	0	0	0
900 Misc	336				0	***%	0	0	0	0
905 Admin Allocation Transfer				-1,025	0	***%	0	0	0	0
908 Cash Over/ Cash Short	20				0	***%	0	0	0	0
910 Tax Penalties & Late Fees	25		3,344		0	***%	0	0	0	0
911 Finance Charges/Late Fees	48				0	***%	0	0	0	0
920 Credit Card Service Fees	162	14			0	***%	0	0	0	0
925 Bank service charges	1,126	354			0	***%	0	0	0	0
930 Interest Fees	148			48,642	49,756	98%	50,000	0	50,000	100
940 Bank service charges			1	84	0	***%	0	0	0	0
960 Property tax expense	863	462	429	339	231	147%	415	0	415	180
970 WWTF Long Term maintenanc					0	***%	100,000	0	100,000	*****
990 Retirement/Health Ins Lia				791	0	***%	17,128	0	17,128	*****
Grand Total:	1,568,666	1,577,145	2,400,661	1,673,351	2,506,771		2,297,805	0	2,297,805	



San Miguel Community Services District

Board of Directors Staff Report

May 2, 2019

AGENDA ITEM: XI- 4

SUBJECT: Adopt a resolution approving an employment agreement of the Assistant Fire Chief/Fire Prevention Officer Scott Young and authorizing the Interim General Manager to execute and enter into the agreement on behalf of the District and approve a FY2018-19 budget adjustment

STAFF RECOMMENDATION:

Adopt a resolution approving an employment agreement of the Assistant Fire Chief/Fire Prevention Officer Scott Young and authorizing the Interim General Manager to execute and enter into the agreement on behalf of the District.

BACKGROUND:

Scott Young (“Young”) has been a volunteer firefighter for approximately five (5) years, and a Fire Captain with the San Miguel Community Services District (“District”) for approximately six (6) years.

The District is in need to appoint an Assistant Fire Chief and Fire Prevention Officer for the District. The Fire Chief has evaluated Young’s knowledge, experience, and skills, and wishes to appoint him as the Assistant Fire Chief/Fire Prevention Officer.

DISCUSSION:

The term of the Agreement shall be for three (3) years.

Young will receive an annual salary of Seventy Thousand Ninety-Six Dollars (\$70,096.00) payable in installments at the same time that the other District employees are paid.

Of Employee’s Base Salary, Young shall be paid Thirty Thousand One Hundred Sixty Dollars (\$30,160.00) annually for his Assistant Fire Chief duties. This salary is based on minimum wage plus ten percent (10%) working two 24-hour shifts per week. Young will likely work more than two 24-hour shifts per week, and therefore, the District is saving money on overtime costs. This portion of Young’s Base Salary shall increase every year, as minimum wage increases.

Additionally, Young shall be paid Thirty-Nine Thousand Nine Hundred Thirty-Six Dollars (\$39,936.00) per year for his Fire Prevention Officer duties. These duties should yield revenue for the District. Young shall be entitled to yearly increases to the Fire Prevention Officer portion of his Base Salary pursuant to the Urban Consumer Price Index for the San Luis Obispo-Paso Robles-Arroyo Grande region, not to exceed four percent (4%) each year.

Because Young will be considered a full-time employee, he shall be entitled to any benefits that other District full-time employees receive. Additionally, Young shall receive a \$250.00 per year uniform allowance, use of a District Fire vehicle, and he shall be able to submit for reimbursement of District-related expenses.

FISCAL IMPACT:

The 2019 / 2020 proposed budget has been formatted to accommodate the fiscal impact for the proposed salaries.

- **Assistant Fire Chief**

The past Assistant Fire Chief salary was set at \$15,300.00. This was achievable since the position was filled by an employee who was under contract with the District filling another fulltime position. This rate was far below state mandated minimum wage and Exempt employee standards. An increase in salary is required to meet the State minimum wage standards for Nonexempt Employees. The proposed salary of \$30,160.00 annually will require an increase of \$14,860.00.

- **Fire Prevention Officer**

The creation of a Fire Prevention officer shall be a newly created position having a fiscal impact of \$39,936.00 annually. This position has been partially funded in the past, however the pervious expenditures are unclear. Additionally, through the creation of a Fire Prevention Officer adjustments have been approved by the Board allowing the position to capture revenue lost in the past years.

Overall fiscal impact by combining the 2 positions will pose a \$54,796.00 increase to the budget. The additional review generated by the creation of the Fire Prevention Officer position has yet to be determined.

STAFF RECOMMENDATION:

Staff recommends that the Board adopt a resolution approving an employment agreement of the Assistant Fire Chief/Fire Prevention Officer Scott Young and authorizing the Interim General Manager to execute and enter into the agreement on behalf of the District and approve a FY2018-19 budget adjustment

PREPARED BY:

Robert Roberson

Robert Roberson, Interim General Manager

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into this 2nd day of May 2019, by and between the San Miguel Community Services District, a California political subdivision (“District”), and Scott Young, an individual (“Employee”). The District and Employee may individually be referred to herein as “Party” or collectively as “Parties.” There are no other parties to this Agreement.

RECITALS

- A. Employee has been a volunteer Firefighter for approximately 5 years, and a Fire Captain for approximately 6 years with the District for a total commitment of over 14 years.
- B. The Interim General Manager/Fire Chief has evaluated Employee’s knowledge, experience, skills and abilities, and desires to appoint Employee as the Assistant Fire Chief/Fire Prevention Officer pursuant to the terms of this Agreement.
- C. The Assistant Fire Chief/Fire Prevention Officer position is appointed by the Interim General Manager/Fire Chief but is subject to review and ratification by the San Miguel Community Services District Board of Directors (“Board”).
- D. The Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of California Government Code (“Government Code”) section 53260 *et seq.*

NOW, THEREFORE, in consideration of the mutual covenants entered into between the Parties, and in consideration of the benefits that accrue to each, it is agreed as follows:

AGREEMENT

Section 1. Recitals. The recitals set forth above (“Recitals”) are incorporated herein by this reference and made a part of this Agreement. In the event of any inconsistencies between the Recitals and Sections 1 through 10 of this Agreement, Sections 1 through 10 will prevail.

Section 2. Effective Date. This Agreement shall become effective once executed by both the District and Employee (“Effective Date”).

Section 3. Appointment of Assistant Fire Chief, Duties, and Term.

Section 3.1. Appointment of Assistant Fire Chief/Fire Prevention Officer and Duties. The Fire Chief hereby appoints Employee to the position of Assistant Fire Chief/Fire Prevention Officer, in and for the District, to perform the function and duties of the Assistant Fire Chief, as listed in **Exhibit A**, and Fire Prevention Officer, as listed

in **Exhibit B**. Employee accepts such appointment and employment pursuant to the terms of this Agreement. Employee shall further perform the functions and duties specified under the laws of the State of California, the District's Resolutions, and such other duties and functions as may from time-to-time be assigned.

Section 3.2. Other Employment. Employee may undertake outside activities for compensation, provided such activities do not interfere with Employee's duties and responsibilities specified herein and do not create a conflict of interest with said duties. Employee's employment outside of the District must conform with applicable District conflict of interest policies in effect at the time of execution of the Agreement, which may be amended from time to time. Employee is presently self-employed as a construction contractor. This employment is expressly authorized by the Board.

Section 3.3. Exempt Employee. The general business hours for District employees are Monday through Friday, 8:30 a.m. to 4:30 p.m. However, it is recognized by the Parties that Employee is an exempt employee for purposes of the Fair Labor Standards Act of 1938 (29 U.S.C. § 201 *et seq.*; 29 U.S.C. § 213(b)(20)). Employee shall not receive overtime or extra compensation for hours worked outside of the District's general business hours, which are necessary to fulfill the duties of the Assistant Fire Chief/Fire Prevention Officer position, unless otherwise provided in this Agreement.

Section 3.4. Schedule. The Assistant Fire Chief/Fire Prevention Officer's daily and weekly work schedule shall vary in accordance with the work required to be performed. The Assistant Fire Chief/Fire Prevention Officer position may include attendance at evening meetings on behalf of the Fire Chief and frequent irregular hours as necessary to meet deadlines and achieve objectives.

Section 3.5. Term. The term of this Agreement shall be for three (3) years from the Effective Date ("Term"). No later than three (3) months prior to the expiration of the Term, the Board shall provide written notice to Employee as to whether the Board intends to extend the Term.

Section 3.6. Physical Examination. Employee shall comply with the District's Drug and Alcohol Abuse policies and procedures. Failure to adhere to those policies may be considered a material breach of this Agreement and be cause for termination under Section 6 of this Agreement.

Employee may receive an annual physical examination at the District's expense or provide a copy of an annual physical examination performed by or for another employer. Refusal to submit for an annual physical examination by January of each year of this Agreement may be considered a material breach of this Agreement be and cause for termination under Section 6 of this Agreement.

Employee shall comply with the District's Illness & Injury Prevention Policies in effect at the time of the execution of this Agreement, which may be amended from time to time.

Section 4. At-Will Employment. Employee is an at-will employee serving at the pleasure of the Fire Chief, as provided in Government Code section 36506. Accordingly, the Board may terminate Employee's employment at any time, with or without cause, and in accordance with the California Firefighter Bill of Rights.

Section 5. Compensation and Evaluations.

Section 5.1. Base Salary. The District agrees to pay Employee an annual salary of Seventy Thousand Ninety-Six Dollars (\$70,096.00) ("Base Salary"), payable in installments at the same time that the other District employees are paid. The compensation for the Assistant Fire Chief and Fire Prevention Officer, as defined below, are included in Employee's Base Salary. The calculations for the Assistant Fire Chief Compensation and Fire Prevention Officer Compensation are discussed in more detail below.

a) Assistant Fire Chief Compensation Calculation.

A portion of Employee's Base Salary is designated to compensate Employee for his Assistant Fire Chief duties ("Assistant Fire Chief Compensation"). The District will calculate this portion of his Base Salary as follows:

Beginning on the Effective Date, Employee's Assistant Fire Chief Compensation shall be calculated at an hourly rate equal to the California 2019 minimum wage plus ten percent (10%), which equates to \$12.10 per hour times forty-eight (48) hours per week. This calculation is based on Employee working two (2) 24-hour shifts per week. Employee's Assistant Fire Chief Compensation shall equal an annual salary of Thirty Thousand One Hundred Sixty Dollars (\$30,160.00), from Effective Date to December 31, 2019.

Effective the first pay period in January 2020, Employee's Assistant Fire Chief Compensation shall be adjusted to keep up with the current trend of minimum wage increases. , Employee's Assistant Fire Chief Compensation shall be calculated at an hourly rate equal to the current California 2020 minimum wage plus ten percent (10%) annually, which equates to minimum wage plus 10% of the annual rate per hour times forty-eight (48) hours per week. This calculation is based on Employee working two (2) 24-hour shifts per week.

Effective the first pay period in January 2021, Employee's Assistant Fire Chief Compensation shall be calculated at an hourly rate equal to the California 2021 minimum wage plus ten percent (10%), per hour times forty-eight (48) hours per week. This

calculation is again based on Employee working two (2) 24-hour shifts per week.

b) Fire Prevention Officer Compensation Calculation.

Beginning on the Effective Date, a portion of Employee's Base Salary shall be designated for his Fire Prevention Officer duties, which shall equate to Thirty-Nine Thousand Nine Hundred Thirty-Six Dollars (\$39,936.00) per year ("Fire Prevention Compensation").

Employee's Fire Prevention Compensation will be adjusted in accordance with any increase in the All Urban Consumer Price Index for the San Luis Obispo-Paso Robles-Arroyo Grande ("CPI"), but will not be decreased in the event there is any year-to-year or cumulative decrease in the CPI during the Term of this Agreement. Any increase to the Fire Prevention Compensation as a result of an increase to the CPI will be rounded up to the nearest dollar figure. Any changes in Employee's Fire Prevention Compensation shall be based on the December CPI, released every year in November, and shall become effective the first full pay period of January 2020 and the first pay period of January 2021. Notwithstanding the aforementioned, at no time shall Employee's Fire Prevention Compensation be increased more than four percent (4%) each year.

Section 5.2. Pro-rata Decrease. Employee acknowledges that the Base Salary may be subject to a pro-rata decrease based on the Board's adoption of an unpaid Mandatory Furlough Program adopted as a budgetary measure.

Section 5.3. Review and Evaluation. The Fire Chief will review and evaluate Employee's performance of his duties as Assistant Fire Chief/Fire Prevention Officer, pursuant to the terms of this Agreement ("Review and Evaluation"), on not less than an annual basis, and to provide Employee with a written performance review. The annual Review and Evaluation shall be conducted prior to January 1 of each year, or at the Fire Chief's discretion.

Section 5.4. Benefits. Employee shall be entitled to benefits from the District that other full-time employees are entitled to, as outlined in the District's Personnel Rules. These benefits include medical or healthcare benefits, holiday pay, compensatory time-off, sick leave, and vacation time.

Section 5.5. Uniform Allowance. The District shall provide Employee with an annual allowance for station uniforms in an amount up to Two Hundred and Fifty Dollars (\$250.00) per fiscal year. Employee must submit receipt(s) for uniform purchases in order to receive reimbursement for a station uniform.

Section 5.6. Use of District Fire Vehicle. The District shall provide Employee with a District vehicle for use during Employee's work as District Assistant Fire

Chief/Fire Prevention Officer. The Board or the Fire Chief may, at its or his or her sole discretion, cease providing Employee with a District vehicle. Employee shall provide proof of insurance coverage, pursuant to California law, annually to the District. Both Parties agree to comply with the District's applicable Vehicle & Equipment Replacement Policies and Procedures in effect at the time of this Agreement's execution and may be amended from time to time.

Section 5.7. General Business Expenses. Employee shall be reimbursed for all costs necessarily incurred by Employee in the performance of his duties as Assistant Fire Chief and/or Fire Prevention Officer or incurred while traveling on District-related business, under the direction of the Board. Employee must submit itemized receipts, to be approved by the Fire Chief, in order to be reimbursed for his District-related business expenses.

Section 6. Termination of Employment and Severance.

Section 6.1. Voluntary Resignation. Employee may resign at any time and agrees to give the District at least ninety (90) days advance written notice of the effective date of Employee's resignation, unless the Parties otherwise agree in writing to a lesser time period. If Employee retires from full time public service with the District, Employee shall provide at least (90) days advance written notice. Employee's actual retirement date will be mutually established between the Parties. During the notice period, all rights and obligations of the Parties under this Agreement shall remain in full force and effect.

Section 6.2. Termination by the Fire Chief. The Fire Chief or his or her designee may terminate this Agreement and remove Employee from his position as Assistant Fire Chief and/or Fire Prevention Officer at any time with or without cause. Within ten (10) days of the Fire Chief's termination of this Agreement, Employee may make a written request for an administrative hearing before a neutral hearing officer, as required by the California Firefighter Bill of Rights. (Government Code, § 3250 *et seq.*) In the event Employee does not timely request an administrative hearing, the Fire Chief or his or her designee's termination decision shall be final.

Section 7. Indemnification. The District shall defend, hold harmless, and indemnify Employee against any tort, personnel, civil rights, or professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Assistant Fire Chief and/or Fire Prevention Officer in accordance with California's Tort Claims Act (Government Code, § 825 *et seq.*), and shall provide a defense to Employee in accordance with Government Code sections 995-996.5. The District may decline to defend or indemnify Employee only as permitted by the Government Code. District may compromise and settle any such claim or suit and pay the amount of any resulting settlement or judgment. Provided, however, that the District's duty to defend and indemnify shall be contingent upon Employee's good faith cooperation with such defense. In the event the District provides funds for legal criminal defense pursuant to this Section, Employee shall reimburse the District for such legal criminal defense funds

if Employee is convicted of a crime involving an abuse of office or position, as provided by Government Code sections 53243-53243.4.

Section 8. Bonding. District shall bear the full cost of any fidelity or other bonds required of Employee under any law or ordinance.

Section 9. Notices. Any notice or communication required hereunder between the District and Employee must be in writing, and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), or by Federal Express, UPS, or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. If given by facsimile transmission, a notice or communication shall be deemed to have been given and received upon actual physical receipt of the entire document by the receiving Party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day, or on a Saturday, Sunday, or holiday shall be deemed to have been given and received on the next normal business day. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the Party to whom notices are to be sent, or (b) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered, as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below:

If to the District: San Miguel Community Services District
155 Mission Street
San Miguel, California 93451
ATTN: President of the Board

With courtesy copies to: Churchwell White, LLP
ATTN: Douglas L. White
1414 K Street, 3rd Floor
Sacramento, CA 95814

If to Employee: San Miguel Community Services District
155 Mission Street
San Miguel, California 93451
ATTN: Scott Young
w/cc: home address on file

Section 10. General Provisions.

10.1. Modification of Agreement. This Agreement may be supplemented, amended, or modified only by a writing signed by the District and Employee.

10.2. Entire Agreement. This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the Parties and supersedes all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement.

10.3. Severability of Agreement. If a court or an arbitrator of competent jurisdiction holds any section of this Agreement to be illegal, unenforceable, or invalid for any reason, the validity and enforceability of the remaining sections of this Agreement shall not be affected.

10.4. Authority. All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, persons, states, or firms and that all former requirements necessary or required by state or federal law in order to enter into this Agreement had been fully complied with. Further, by entering into this Agreement, neither Party hereto shall have breached the terms or conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

10.5. Headings. The headings in this Agreement are included for convenience only and neither affect the construction or interpretation of any section in this Agreement nor affect any of the rights or obligations of the Parties to this Agreement.

10.6. Necessary Acts and Further Assurances. The Parties shall, at their own cost and expense, execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

10.7. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

10.8. Waiver. No covenant, term, or condition, or the breach thereof, shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

10.9. Counterparts. This Agreement may be executed in counterparts and all so executed shall constitute an agreement which shall be binding upon the Parties hereto,

notwithstanding that the signatures of all Parties and Parties' designated representatives do not appear on the same page.

10.10. Venue. Venue for all legal proceedings shall be in the Superior Court in and for the County of San Luis Obispo in the State of California.

10.11. Attorney's Fees and Costs. If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret sections of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

[SIGNATURE PAGE TO FOLLOW]

DRAFT

IN WITNESS WHEREOF, this Agreement has been entered into by and between EMPLOYEE and DISTRICT as of the date of the Agreement set forth above.

DISTRICT:

San Miguel Community Services District, a California community services District

EMPLOYEE:

By: _____
John Green, Board President

By: _____
Scott Young, an individual

Date Signed: _____

Date Signed: _____

By: _____
Tamara Parent, Board Clerk

Date Signed: _____

Approved as to Form and Content:

By: _____
Douglas L. White, District General Counsel

EXHIBIT A

DRAFT

EXHIBIT B

DRAFT

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: **Assistant Fire Chief**
Department: **Fire**
Date: 5/2/2019 (prior revision - (7/28/2015 / 11-22-2011))

GENERAL PURPOSE

Performs regular and periodic technical, administrative, and supervisory work. Assists in the planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Performs fire and emergency medical services and assists in training, coordinates and oversees fire prevention program and suppression services.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Fire Chief and District General Manager.

SUPERVISION EXERCISED

Supervises all volunteer officers and firefighter, either directly or through other subordinate officers, and as directed or assigned by Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Acts as Fire Chief, during the absence of the Fire Chief, as assigned, and reports to General Manager.

Assistant Fire Chief will work two 24 hour shifts of Duty Officer coverage per week.

- Coverage schedule to be pre-determined prior to the Duty Officer coverage duration. Days may be adjusted to suit the staffing needs for any given week.

Assists with supervising subordinate volunteer officers in their assigned duties as assigned by Fire Chief.

Assists and/or conducts weekly training drills with a minimum attendance at 80% of all fire drills.

Assists with and or provides specialized training of new recruits as required.

Assists with and or evaluates Firefighters' abilities, level of training & commitment to the Department as required for making recommendations on corrective, disciplinary and/or termination actions.

Reviews, evaluates, develops and implements, as directed by Fire Chief and/or District's General Manager, to implement Board of Director programs, policies and procedures for firefighter training.

Responds to 90% of all emergency alarms while providing Duty Officer coverage unless otherwise specified and authorized by the Fire Chief.

Maintains 50% response to alarms overall when not providing Duty Officer coverage.

Responds to multiple alarm fire as needed; assumes command in the absence of Fire Chief.

Assists in the planning and implementing of Fire Programs for the San Miguel Community Services District to carry out its policies and goals, as directed or assigned by Fire Chief and/or District General Manager.

Assists in the planning and operation of departmental in-service training activities.

Participates in 80% of the department scheduled monthly trainings.

PERIPHERAL DUTIES

May handle grievances from officers and firefighters, as assigned by Fire Chief and/or the General Manager.

Maintains departmental discipline and the conduct and general behavior of personnel.

Prepares and submits periodic reports, as may be required, by the Fire Chief and/or General Manager regarding the Department's activities.

Assigns personnel and equipment to such duties and uses as may be assigned by Fire Chief.

Meets with elected or appointed officials, other Fire officials, community and business representatives and the public on all aspects of the Departments' activities, as may be assigned by Fire Chief and/or General Manager, from time to time.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Departments in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent, or
- College degree in fire suppression or similar fire protection service is preferred.
- Five (5) years prior work experience as a volunteer firefighter, including certification as an E.M.T. or First Responder, Driver's License Class B or Firefighter Endorsement, and two (2) years of supervisory duties which must have been equivalent to Captain or higher rank.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification;
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Skill in the operation of listed tools and equipment.
- Ability to train and supervise subordinate personnel;
- Ability to perform work requiring good physical condition;
- Ability to communicate effectively orally and in writing;
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Ability to effectively give and receive verbal and written instructions;
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and
- Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- Must be eighteen (18) years of age or older at time of hire;
- Must possess, or be able to obtain by time of hire, a valid State Driver's License with Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state;
- No felony convictions or disqualifying criminal histories within the past seven years;
- Ability to read and write the English language;
- Ability to meet departmental physical fitness standards.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

NOTE: Appointees will be subject to completion of a 12-month probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Fire Chief

Approval: _____
Board President

Effective Date:

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: **Fire Prevention Officer**

Department: **Fire**

Date: *5/2/2019*

GENERAL PURPOSE

Under the supervision of the Fire Chief, the Fire Prevention Officer inspects for fire and life safety hazards and enforces all applicable codes, regulations and ordinances for the prevention of fire and the protection of life and property against fire or other disaster. In addition, the Fire Prevention Officer will establish an efficient and sustainable Fire Prevention program to be administered by the San Miguel Fire Department.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Fire Chief and District General Manager.

SUPERVISION EXERCISED

Supervises all volunteer officers and firefighter, either directly or through other subordinate officers, and as directed or assigned by Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assume responsibility for a wide variety of fire prevention activities at the Department.
- Oversees weed abatement program as needed
- Oversees the hydrant inspection program
- Reports violation of laws, ordinances, and safety standards to the Fire Marshal.
- Maintains required records and prepares reports.
- Participate in planning activities both locally and state wide related to Fire Prevention and Education.
 - Participate in the local school programs currently in place and or create new Fire Prevention programs as necessary.
 - Attend classes, seminars and training required to remain current and proficient with the latest Fire Prevention practices.
- Receive, review, correct and accept construction drawings for new construction and remodeling projects with in the Districts Authority.
 - Attend preplanning & planning meetings with County Staff, elected officials', developers and individuals for all items related to construction having Fire and Life Safety components within the District's boundaries.
 - Review all planning documentation for any projects subject to the Districts Fee Schedule.
 - Represent the District for all construction items related to Fire and Life Safety throughout the planning process.

- Represent the District in all matters related to Fire & Life Safety Code Enforcement items.
 - Respond to and follow up to call in complaints.
 - Perform annual building inspections on all businesses, assembly occupancies, multifamily complexes, daycare facilities and any other facility requiring annual inspections.
 - Complete inspection forms and follow up on any items failing to pass inspection.
- Represent the District in all matters related to Fire & Life Safety Inspections.
 - Perform inspections for any construction project subject to the Districts current Plan Check, Inspection Process and Fee Schedule.
 - Inspections typically involve 1- rough inspection and 1- final inspection per County permit. Additional inspections may be required at an additional cost the permittee.
 - Issues correction notices and citations.
 - Issues permits for public assemblies and all occupancies listed in the fire and building code.
- Participate in continuing education and County Planning activities
 - Participate in continuing education as required to remain proficient in Fire and Life Safety.
 - Participate in County Hazard Mitigation Planning.

DESIRED MINIMUM QUALIFICATIONS

- **Education and Experience:**
 - Graduation from high school or GED equivalent, or
 - College degree in fire suppression or similar fire protection service is preferred.
 - Five (5) years prior work experience as a volunteer firefighter, including certification as an E.M.T. or First Responder, Driver's License Class B or Firefighter Endorsement, and two (2) years of supervisory duties which must have been equivalent to Captain or higher rank.
- **Knowledge of:**
 - Principles, systems, procedures, practices and methods employed in fire prevention, inspection, and investigation.
 - Local, state, and national codes and laws that are related to fire prevention.
 - Operation and capabilities of different types of fire department apparatus and the ability to apply this knowledge to fire prevention situations.
 - Building materials and construction and the principles of heat travel and combustion.
 - Firefighting methods and equipment
 - Fire engineering principles and the systems and equipment used in detecting and suppressing fires.
 - Water systems and roadways
 - Geography and major target hazards in the District.

- **Ability and Skills to:**

- Make independent decisions in emergent and non-emergent situations based on applicable codes and established procedures.
- Investigate complaints, make recommendations or corrections, write letters or citations and monitor cases until they are closed.
- Work with other agencies in making inspections and assisting them with investigations as necessary
- Conduct inspections of a variety of facilities
- Be firm, yet tactful in enforcing compliance with plans, specifications, ordinances, and codes.
- Understand, explain and apply policies and procedures.
- Conduct educational programs and respond to a variety of questions relating to fire prevention.
- Analyze fire protection problems and develop objective solutions by applying innovative approaches to problem solving.
- Conduct research related to codes, regulations and laws and make effective recommendations.
- Prepare and present oral and written reports.
- Communicate clearly and concisely, both orally and in writing.
- Work with minimum supervision in an efficient, well-organized manner to meet deadlines.
- Prepare clean and concise reports.
- Operate a personal computer and software program to including word processing, spreadsheets and database at a level sufficient for successful job operations.
- Continue to pursue education necessary to remain current with all aspects of the position.

SPECIAL REQUIREMENTS

- Must be eighteen (18) years of age or older at time of hire;
- Must possess, or be able to obtain by time of hire, a valid State Driver's License with Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state;
- No felony convictions or disqualifying criminal histories within the past seven years;
- Ability to read and write the English language;
- Ability to meet departmental physical fitness standards.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

NOTE: Appointees will be subject to completion of a 12-month probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Fire Chief

Approval: _____

Board President

RESOLUTION NO. 2019-21

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING AN
EMPLOYMENT AGREEMENT FOR ASSISTANT FIRE CHIEF/FIRE PREVENTION
OFFICER SCOTT YOUNG AND AUTHORIZING THE INTERIM GENERAL
MANAGER TO EXECUTE AND ENTER INTO THE AGREEMENT ON BEHALF OF
THE DISTRICT AND APPROVE A FY2018-19 BUDGET ADJUSTMENT**

WHEREAS, San Miguel Community Services District (“District”) has a vacancy for an Assistant Fire Chief position; and

WHEREAS, District desires to hire a Fire Prevention Officer, whose job duties shall provide revenue to the District; and

WHEREAS, the Fire Chief desires to appoint Scott Young as the Assistant Fire Chief/Fire Prevention Officer based on his knowledge, experience, and expertise; and

WHEREAS, the Assistant Fire Chief/Fire Prevention Officer Employment Agreement details the terms and conditions of his employment; and

WHEREAS, District Board of Directors and Robert Roberson wish to appoint Scott Young as Assistant Fire Chief/Fire Prevention Officer and enter into an Employment Agreement (“Agreement”); and

WHEREAS, the Board of Directors seeks to approve the Agreement and authorize the Interim General Manager to execute such Agreement.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution approving the Employment Agreement For Assistant Fire Chief/Fire Prevention Officer Scott Young and the San Miguel Community Services District, attached hereto as Exhibit A and authorizing the Interim General Manager to execute and enter into the agreement on behalf of the district and approve a FY2018-19 Budget Adjustment.

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 2nd day of May, 2019.

John Green, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel

EXHIBIT A

(see attached Asst. Fire Chief)

EXHIBIT B

(see attached Fire Prevention Officer)



San Miguel Community Services District

Board of Directors Staff Report

May 2, 2019

AGENDA ITEM: XI-5

SUBJECT: Adopt a resolution approving an employment agreement for Interim General Manager/Fire Chief, Robert Roberson, and authorizing the Board President to execute and enter into the agreement on behalf of the District and approve a FY2018-19 Budget adjustment.

RECOMMENDATION:

Adopt a resolution approving an employment agreement for Interim General Manager/Fire Chief, Robert Roberson, and authorizing the Board President to execute and enter into the agreement on behalf of the District and approve a FY2018-19 Budget adjustment.

BACKGROUND:

Robert Roberson ("Roberson") has been acting as Interim General Manager since June 10, 2017. On February 22, 2018, the San Miguel Community Services Board of Directors ("Board") approved a First Amendment to the Interim General Manager Temporary Employment Agreement. The First Amendment will expire on June 30, 2019.

Roberson was appointed as the San Miguel Community Services District ("District") Fire Chief since January 1, 2012. On September 24, 2015, the Board entered into an employment agreement with Roberson for Fire Chief services. The agreement expired on September 24, 2018.

The Board desires to appoint Roberson to Interim General Manager/Fire Chief for a term of two (2) years ("Agreement").

DISCUSSION:

Under the terms of the Agreement, Roberson will receive an annual salary of Seventy-Four Thousand One Hundred and Seventeen Dollars and Seventy-Six Cents (\$74,117.76). payable in installments at the same time that the other District employees are paid. Of Employee's Base Salary, Thirty-Three Thousand Two Hundred and Twenty-One Dollars and Seventy-Six Cents (\$33,221.76) shall be taken from the Fire Fund and Forty-Four Thousand Three Hundred and Four

Dollars (\$44,304.00) shall be taken from the General Fund. Roberson shall be entitled to yearly increases pursuant to the Urban Consumer Price Index for the San Luis Obispo-Paso Robles-Arroyo Grande region, not to exceed four percent (4%) each year.

Roberson shall not receive any benefits from the District. However, Roberson shall receive a \$250.00 per year uniform allowance, use of a District Fire vehicle, and he shall be able to submit for reimbursement of District-related expenses.

Additionally, the Agreement requires Roberson to provide the District a minimum of ninety days' notice prior to his resignation from the Interim General Manager/Fire Chief position.

FISCAL IMPACT:

Current rate is for the Fire Chief \$23,106 and the General manager is \$40,000 annually. The proposed contract would be \$33,221.76 for Fire Chief position and \$44,304.00 for the General Manager position. This is an annual increase of \$10,115.76 for the Fire Chief and a \$4,304.00 for the General Manager Position. The total annual increase is \$14,419.76 for the two position that have been combined. The 2019-20 Budget has been adjusted to accommodate the proposed wages rates.

STAFF RECOMMENDATION:

Staff recommends that the Board adopt a resolution approving an employment agreement for Interim General Manager/Fire Chief, Robert Roberson, and authorizing the Board President to execute and enter into the agreement on behalf of the District.

PREPARED BY:

Douglas L. White, General Counsel

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into this 2nd day of May, 2019, by and between the San Miguel Community Services District, a California political subdivision (“District”), and Robert Roberson, an individual (“Employee”). The District and Employee may individually be referred to herein as “Party” or collectively as “Parties.” There are no other parties to this Agreement.

RECITALS

- A. Employee has been employed with the District’s Fire Department for over 12 years.
- B. The Fire Chief position is appointed by the Interim General Manager; however, since Employee is also acting as the Interim General Manager, the San Miguel Community Services District Board of Directors (“Board”) has the authority to appoint Employee as Interim General Manager/Fire Chief.
- C. The Board has evaluated Employee’s knowledge, experience, administrative skills and abilities, and desires to appoint Employee as the Interim General Manager/Fire Chief pursuant to the terms of this Agreement.
- D. The Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of California Government Code (“Government Code”) section 53260 *et seq.*

NOW, THEREFORE, in consideration of the mutual covenants entered into between the Parties, and in consideration of the benefits that accrue to each, it is agreed as follows:

AGREEMENT

Section 1. Recitals. The recitals set forth above (“Recitals”) are incorporated herein by this reference and made a part of this Agreement. In the event of any inconsistencies between the Recitals and Sections 1 through 10 of this Agreement, Sections 1 through 10 will prevail.

Section 2. Effective Date. This Agreement shall become effective once executed by both the District and Employee (“Effective Date”).

Section 3. Appointment of Interim General Manager/Fire Chief, Duties, and Term.

Section 3.1. Appointment of Interim General Manager/Fire Chief and Duties. The Board hereby appoints Employee to the position of Interim General Manager/Fire Chief, in and for the District, to perform the function and duties of the Interim General Manager, as listed in **Exhibit A**, and the Fire Chief, as listed in **Exhibit B**. Employee accepts such appointment and employment pursuant to the terms of this Agreement. Employee shall further perform the functions and duties specified under the laws of the

State of California, the District's Resolutions, and such other duties and functions as may from time-to-time be assigned.

Section 3.2. Other Employment. Employee may undertake outside activities for compensation, provided such activities do not interfere with Employee's duties and responsibilities specified herein and do not create a conflict of interest with said duties. Employee's employment outside of the District must conform with applicable District conflict of interest policies in effect at the time of execution of the Agreement, which may be amended from time to time. Employee is presently employed as a full time Fire Captain for State Department of Corrections. The outside employment position, described in Section 3.2 only, are expressly authorized by the Board.

Section 3.3. Exempt Employee. The general business hours for District employees are Monday through Friday, 8:30 a.m. to 4:30 p.m. However, it is recognized by the Parties that Employee is an exempt employee for purposes of the Fair Labor Standards Act of 1938 (29 U.S.C. § 201 *et seq.*). Employee shall not receive overtime or extra compensation for hours worked outside of the District's general business hours, which are necessary to fulfill the duties of the Interim General Manager/Fire Chief position, unless otherwise provided in this Agreement. The Parties acknowledge that Employee, due to his other employment, will be unavailable on Sundays, Mondays and one Tuesday each month, and other days as may be necessary to effectuate the employment authorized in Section 3.2 of this Agreement.

Section 3.4. Schedule. The Interim General Manager/Fire Chief's daily and weekly work schedule shall vary in accordance with the work required to be performed. The Interim General Manager/Fire Chief position may include frequent attendance at evening meetings and frequent irregular hours as necessary to meet deadlines and achieve objectives.

Section 3.5. Term. The term of this Agreement shall be for two (2) years from the Effective Date ("Term"). No later than three (3) months prior to the expiration of the Term, the Board shall provide written notice to Employee as to whether the Board intends to extend the Term.

Section 3.6. Physical Examination. Employee shall comply with the District's Drug and Alcohol Abuse policies and procedures. Failure to adhere to those policies may be considered a material breach of this Agreement and cause for termination under Section 6 of this Agreement.

Employee must receive an annual physical examination at the District's expense or provide a copy of an annual physical examination performed by or for another employer. Refusal to submit for an annual physical examination by April of each year of this Agreement may be considered a material breach of this Agreement.

Employee shall comply with the applicable District's Illness & Injury Prevention Policies in effect at the time of Agreement execution and which may be amended from time to time.

Section 4. At-Will Employment. Employee is an at-will employee serving at the pleasure of the Board, as provided in Government Code section 36506. Accordingly, the Board may terminate Employee's employment at any time, with or without cause, and in accordance with the California Firefighter Bill of Rights.

Section 5. Compensation and Evaluations.

Section 5.1. Base Salary. The District agrees to pay Employee an annual salary of Seventy-Four Thousand One Hundred and Seventeen Dollars and Seventy-Six Cents (\$74,117.76) ("Base Salary") payable in installments at the same time that the other District employees are paid. Of Employee's Base Salary, Thirty-Three Thousand Two Hundred and Twenty-One Dollars and Seventy Six Cents (\$33,221.76) shall be taken from the Fire Fund and Forty-Four Thousand Three Hundred and Four Dollars (\$44,304.00) shall be taken from the General Fund.

Employee's Base Salary will be adjusted in accordance with any increase in the All Urban Consumer Price Index for the San Luis Obispo-Paso Robles-Arroyo Grande ("CPI"), but will not be decreased in the event there is any year-to-year or cumulative decrease in the CPI during the Term of this Agreement. Any increase to Base Salary as a result of an increase to the CPI will be rounded up to the nearest dollar figure. Any changes in Base Salary shall be based on the April CPI, released every year in March, and shall become effective the first full pay period of May 2020. Notwithstanding the aforementioned, at no time shall Employee's Fire Prevention Compensation be increased more than four percent (4%) each year.

Section 5.2. Pro-rata Decrease. Employee acknowledges that the Base Salary may be subject to a pro-rata decrease based on the Board's adoption of an unpaid Mandatory Furlough Program adopted as a budgetary measure.

Section 5.3. Review and Evaluation. The Board will review and evaluate Employee's performance of his duties as Interim General Manager/Fire Chief, pursuant to the terms of this Agreement ("Review and Evaluation"), on not less than an annual basis, and to provide Employee with a written performance review. The annual Review and Evaluation shall be conducted prior to January 1 of each year, or at the Board's discretion.

Section 5.4. Benefits. Employee agrees that he shall not receive retirement or other benefits from the District, including medical or healthcare benefits, holiday pay, compensatory time-off, or vacation time, except as otherwise provided for in this Agreement.

Section 5.5. Uniform Allowance. District shall provide Employee with an annual allowance for fire station uniforms in an amount up to Two Hundred and Fifty Dollars (\$250.00) per year. Employee must submit receipt(s) for uniform purchases in order to receive reimbursement for a station uniform.

Section 5.6. Use of District Fire Vehicle. District shall provide Employee with a District vehicle for use and work performance as District Fire Chief. The Board may, at its sole discretion, withdraw providing a District vehicle for Employee's use. Employee shall provide proof of insurance coverage, pursuant to California law, annually to the District. Both Parties agree to comply with the District's applicable Vehicle & Equipment Replacement Policies and Procedures, which may be amended from time to time.

Section 5.7. General Business Expenses. Employee shall be reimbursed for all sums necessarily incurred by Employee in the performance of his duties as Fire Chief or incurred while traveling on District-related business, under the direction of the Board. Employee must submit itemized receipts, to be approved by the Board, in order to be reimbursed for his District-related business expenses.

Section 6. Termination of Employment and Severance.

Section 6.1. Voluntary Resignation. Employee may resign at any time and agrees to give the District at least ninety (90) days advance written notice of the effective date of Employee's resignation, unless the Parties otherwise agree in writing. If Employee retires from full time public service with the District, Employee shall provide three (3) months advance written notice. Employee's actual retirement date will be mutually established between the Parties. During the notice period, all rights and obligations of the Parties under this Agreement shall remain in full force and effect. Promptly after the effective date of resignation, the District shall pay to Employee all salary and benefit amounts, both accrued and owing, under this Agreement.

Section 6.2. Termination by the Board. The Board may terminate this Agreement and remove Employee from his position as Interim General Manager at any time with or without cause, by a three-member vote of the entire Board as then constituted, convened in a regular Board meeting. If Employee's termination is based on charges of misconduct that publicly stigmatizes Employee's reputation or impairs his ability to earn a living, or might damage his standing in the community, Employee may, within five (5) business days of the Board's notice to Employee of their intent to terminate Employee's employment as Interim General Manager, make a written request for a "name-clearing" hearing (as described in *Lubey v. City and County of San Francisco* (1979) 98 Cal.App.3d 340, and its progeny) before the Board in closed session. The "name-clearing" hearing is solely to provide Employee the opportunity to clear his name. The Board may determine whether the allegations contained in the notice of termination are supported. If the Board determines that the allegations are not supported, a decision shall be issued to reflect that Employee's termination was without fault. This decision will not, however, require that Employee be reinstated to his position. In the event that Employee does not request a "name-clearing" hearing before the Board, the Board's decision to terminate will be effective by the close of business on the fifth (5th) business day after the notice was provided to Employee of their intent to terminate his employment.

If the Board removes Employee from his position as Fire Chief or as Interim General Manager/Fire Chief, pursuant to California Government Code section 3254(c), the Board shall provide Employee with written notice, the reason(s) for removal, and an opportunity for an administrative appeal. Within ten (10) days of the Board's termination

of this Agreement, Employee may make a written request for an administrative hearing before a neutral hearing officer, as required by the California Firefighter Bill of Rights (Government Code, § 3250 *et seq.*) In the event Employee does not timely request an administrative hearing, the Board's termination decision will stand.

Section 7. Indemnification. The District shall defend, hold harmless, and indemnify Employee against any tort, personnel, civil rights, or professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Interim General Manager and/or Fire Chief in accordance with California's Tort Claims Act (Government Code, § 825 *et seq.*), and shall provide a defense to Employee in accordance with Government Code sections 995-996.5. The District may decline to defend or indemnify Employee only as permitted by the Government Code. District may compromise and settle any such claim or suit and pay the amount of any resulting settlement or judgment. Provided, however, that the District's duty to defend and indemnify shall be contingent upon Employee's good faith cooperation with such defense. In the event the District provides funds for legal criminal defense pursuant to this Section, Employee shall reimburse the District for such legal criminal defense funds if Employee is convicted of a crime involving an abuse of office or position, as provided by Government Code sections 53243-53243.4.

Section 8. Bonding. District shall bear the full cost of any fidelity or other bonds required of Employee under any law or ordinance.

Section 9. Notices. Any notice or communication required hereunder between the District and Employee must be in writing, and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), or by Federal Express, UPS, or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. If given by facsimile transmission, a notice or communication shall be deemed to have been given and received upon actual physical receipt of the entire document by the receiving Party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day, or on a Saturday, Sunday, or holiday shall be deemed to have been given and received on the next normal business day. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the Party to whom notices are to be sent, or (b) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered, as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below:

If to the District: San Miguel Community Services District

155 Mission Street
San Miguel, California 93451
ATTN: President of the Board

With courtesy copies to: Churchwell White, LLP
ATTN: Douglas L. White
1414 K Street, 3rd Floor
Sacramento, CA 95814

If to Employee: San Miguel Community Services District
155 Mission Street
San Miguel, California 93451
ATTN: Robert Roberson
w/cc: home address on file

Section 10. General Provisions.

10.1. Modification of Agreement. This Agreement may be supplemented, amended, or modified only by a writing signed by the District and Employee.

10.2. Entire Agreement. This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the Parties and supersedes all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement.

10.3. Severability of Agreement. If a court or an arbitrator of competent jurisdiction holds any section of this Agreement to be illegal, unenforceable, or invalid for any reason, the validity and enforceability of the remaining sections of this Agreement shall not be affected.

10.4. Authority. All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, persons, states, or firms and that all former requirements necessary or required by state or federal law in order to enter into this Agreement had been fully complied with. Further, by entering into this Agreement, neither Party hereto shall have breached the terms or conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

10.5. Headings. The headings in this Agreement are included for convenience only and neither affect the construction or interpretation of any section in this Agreement nor affect any of the rights or obligations of the Parties to this Agreement.

10.6. Necessary Acts and Further Assurances. The Parties shall, at their own cost and expense, execute and deliver such further documents and instruments and shall

take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

10.7. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

10.8. Waiver. No covenant, term, or condition, or the breach thereof, shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

10.9. Counterparts. This Agreement may be executed in counterparts and all so executed shall constitute an agreement which shall be binding upon the Parties hereto, notwithstanding that the signatures of all Parties and Parties' designated representatives do not appear on the same page.

10.10. Venue. Venue for all legal proceedings shall be in the Superior Court in and for the County of San Luis Obispo in the State of California.

10.11. Attorney's Fees and Costs. If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret sections of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, this Agreement has been entered into by and between EMPLOYEE and DISTRICT as of the date of the Agreement set forth above.

DISTRICT:

San Miguel Community Services District, a California community services District

EMPLOYEE:

By: _____
Ashley Sangster, Board Vice President

By: _____
Robert Roberson, an individual

Date Signed: _____

Date Signed: _____

By: _____
Tamara Parent, Board Clerk

Date Signed: _____

Approved as to Form and Content:

By: _____
Douglas L. White, District General Counsel

EXHIBIT A

DRAFT



TITLE: GENERAL MANAGER
REPORTS TO: Board of Directors
PAY GRADE: Employment Agreement
FLSA: Exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: Board Clerk, Director of Utilities, District Office Staff
INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the Board of Directors. The following certifications are required at the time of hire date or an equivalent combination of education and experience sufficient to successfully perform the duties of the position:

EDUCATION: Undergraduate degree from an accredited four (4) year college or university with a major in Business Administration, Public Administration, Engineering, or a closely related field.

EXPERIENCE: Minimum of five (5) years of broad and extensive work experience in a management or administrative position in a private or public utility agency. Background should include responsibility for formulation and implementation of programs, budgets, and administrative operations.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with: Board of Directors to receive policy direction and project directives, receive specific work assignments and review results; Board Clerk and Director of Utilities to discuss outstanding issues and coordinate assignments; and all other District personnel as required.

EXTERNAL: Interaction with: general public to answer questions pertaining to the San Miguel Community Services District ("District"); intergovernmental and regulatory agencies to foster cooperative working relationships; and community groups, businesses, media, and emergency service personnel as required.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS

When working indoors, work is performed in an office environment with lighting and ventilation. The indoor working environment is subject to conversational noise from other personnel, as well as standard background noise found in an office environment and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

The General Manager is the executive officer of the District and for the Board of Directors ("Board").

This at-will, exempt position plans, organizes, directs, and coordinates all District functions and activities, subject to approval by the District's Board, in order to provide customers with safe and reliable water, wastewater, and fire services. This position provides day-to-day leadership for the District, and develops

policies and objectives for the District in accordance with the Board's directives. This position must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required.

Must be able to effectively lead, supervise, motivate, train, and evaluate personnel. Must be able to exercise sound and independent judgment to prioritize and manage projects. Must be familiar with public administration and budget development as they pertain to the District's water, wastewater, and fire services. Must be able to maintain confidentiality, respond professionally to the public and emergencies, and prepare policy reports and letters. Must have knowledge of pertinent federal, state, and local laws, codes, and regulations. Must be able to communicate clearly and concisely, both orally and in writing.

Basic knowledge of personal computer use is preferred, as this position will be required to monitor timeclock use, set up video conferences for meetings, and assist in running payroll, among other duties.

The following tasks are typical for this classification. Incumbents may not regularly perform all the listed duties, but may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices, as defined by the Board.

Administrative

- Daily Administration
 - Provides day-to-day leadership for the District;
 - Plans, organizes, coordinates, and administers, either directly or through subordinate department heads, the work of the District in accordance with the adopted goals and objectives of the Board and applicable laws and regulations;
 - Directs and coordinates the development and implementation of goals, objectives, policies, procedures, and programs for the District, as defined by the Board;
 - Implements administrative policies, procedures, and work standards to assure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner;
 - Coordinates the activities of the waste, wastewater, fire, and administrative departments to effect operational efficiency and economy;
 - Maintains cordial relationships with all persons entitled to the services of the District and attempts to resolve all public complaints;
 - Directs the maintenance of District records and documents;
 - Supervises the District's facilities, services, and finances;
 - Maintains custody and manages the condition of all District property; and
 - Uses independent judgment and follows proper protocol to address emergencies and provide direction to department heads.
- Long-Term Operations
 - Plans, develops, and implements immediate and long-term District policies and goals, as defined by the Board;
 - Confers with administrative personnel and reviews activity, operating, and expense reports to determine if any changes in programs or operations are required;
 - Directs preparation of directives to department heads, outlining policy, programs, or operational changes to be implemented; and
 - Supports the District mission statement.
- Executive Officer for the District
 - Facilitates constructive and harmonious Board relations;
 - Attends all meetings of the District's Board and such other meetings as the Board may specify from time to time;
 - Represents the Board and District in contacts with governmental agencies, community groups and various businesses, professional and legislative organizations, District customers, and the media;
 - Consults with legal counsel concerning matters of litigation, contracts, and District operations;
 - Monitors legislation on the state, federal, and local level;

- Directs and coordinates changes required by new legislation;
- Coordinates press releases as necessary; and
- Acts as staff for the Board and advises the Board on District issues and programs.
- **Budgeting**
 - Directs and coordinates the preparation and administration of the District annual budget;
 - Evaluates and reviews current programs and formulates long-range financial goals of the District;
 - Reviews all District expenditures;
 - Provides financial management for the District;
 - Manages all departmental budget, budget requests, and controls expenditures to ensure adherence to the District budget;
 - Ensures accurate records are being developed and maintained in all District departments;
 - Prepares procedures for tracking and evaluating the budget through the year; and
 - Calculates anticipated revenue or expenditures.

Personnel Supervisor

- Appoints and employs such personnel as the Board or he or she deems necessary for the proper administration and operation of the District, in accordance with District regulations and other applicable laws;
- Recommends changes in organizational structure and position classification;
- Maintains the authority to hire, discipline, and discharge employees;
- Approves or disapproves merit salary increases;
- Plans and directs the selection, training, assignment, supervision, and evaluation of employees;
- Delegates authority to carry out certain duties at his or her discretion;
- Provides supervision to District employees;
- Directs all personnel in accordance with District regulations and other applicable laws;
- Functions as the District's bargaining representative in negotiations with personnel bargaining units;
- Coordinates investigations and resolutions of personnel grievances within his or her delegated authority;
- Approves overtime, vacation, and other time off for department heads;
- Trains personnel as needed;
- Analyzes problems that arise in the areas of supervision and implements solutions;
- Follows the employee relations system established by the Board when appointing, supervising, disciplining, and dismissing District employees;
- Evaluates and recommends to the Board, the hiring, promotion, or salary increase of District personnel; and
- Performs performance evaluations for department heads and other District personnel as needed.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

Related Duties

- Performs all other related duties as assigned by the Board of Directors.



Exhibit "B"

JOB DESCRIPTIONS

Class Title: *Fire Chief* (Part Time--Contract)
Reports to: District General Manager or Board of Directors
Department: Fire
FLSA: Non-exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: Yes
INDIRECT: None

GENERAL PURPOSE

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

SUPERVISION RECEIVED

The Fire Chief is accountable to the General Manager and Board of Directors. Fire Chief shall be held responsible for the general condition and efficient operation of the San Miguel Fire Department.

SUPERVISION EXERCISED

Directly Supervises the Assistant Fire Chief, Fire Captains, and other department staff through these subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates Fire operations.

Establishes policies and procedures for Fire Department in order to implement directives from the General Manager and Board of Directors.

Plans and implements Fire programs for the San Miguel District in order to better carry out the policies and goals including those set forth in the Standard Operating Procedures document;

Reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

Supervises and coordinates the preparation and presentation of an annual budget for Fire Department and Directs implementation of the Departments' budgets;

Plans for and reviews specifications for new or replaced equipment.

Responds to alarms and may direct activities at the scene of major emergencies.

(continued on next page)

Supervises inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances, local and state fire codes, while also following UBC, UFC, and The Life and Safety code.

Directs the operation of departmental in-service training activities

Controls the expenditure of departmental appropriations

Handles grievances as directed by the General Manager, maintains Departmental discipline and the conduct and general behavior of assigned personnel

Attends monthly Board of Director meetings and other Community meetings, as directed by General Manager

Prepares and submits monthly reports to the General Manager regarding Department activities

Prepares other reports as appropriate, including annual report of activities

Plans departmental operations for equipment, apparatus, and personnel

Supervises the implementation of such plans

Assigns personnel and equipment to such duties and uses as the service requires

Evaluates the need for and recommends the purchase of new equipment and supplies

PERIPHERAL DUTIES

Meet with elected or appointed officials, other Fire officials, community and business representatives and the public on all aspects of the Departments' activities.

Attend conferences and meetings to keep abreast of current trends in the field; represents the San Miguel Fire Department in a variety of local, county, state and other meetings.

Perform the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent

(B) Ten (10) years prior work experience of a progressively responsible nature in firefighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Fire Captain or higher

Necessary Knowledge, Skills and Abilities

(A) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations

(B) Skill in the operation of listed tools and equipment.

(C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

(A) Must possess, or be able to obtain by time of hire, a valid State Driver's License with Commercial Driver's License endorsement and participate in the Employer Pull Notice Program EPN without record of suspension or revocation in any state;

(B) No criminal convictions or disqualifying criminal histories within the past ten years;

(C) Ability to read, write and communicate the English language, and

(D) Ability to meet Departmental physical standards

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

The San Miguel Community Services District Personnel Policy on Recruitment will be followed.

This may include a formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a probationary period of 6 months. The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME TASKS

70%

Develops, coordinates, and maintains fire protection management database and related activities, such as:

Communicates District policies and procedures to customers, safety rules and regulations and is active participant in the District's safety programs as necessary.

Uses computer, computer software, data and applications, copy machine, and other office equipment; proof read documents for details and accuracy; and composes reports or correspondence as required

Coordinates with and works with other staff to resolve issues; may work with outside contractors to solve specific technical issues, maintains the database for fire vehicle and equipment records, and operational preventative maintenance logs, reports and records as directed.

Develops consistent, effective strategies of tracking preventative maintenance schedules. Reviews, evaluates, develops and implements programs, policies and procedures, as directed by General Manager, for training and fire prevention.

Supervises subordinate volunteer officers in their assigned duties.

Assist in the planning and implementation of Fire programs for the San Miguel District in order to better carry out the policies and goals of the District.

Responds to multiple alarm fire as needed; assumes command in the absence of Fire Chief. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

25%

Prepare and submit periodic reports to the General Manager and/or Board of Directors regarding the Department activities.

Assigns personnel and equipment as required to such duties and uses based on service needs

Handles grievances from volunteer officers and firefighters,

Maintain departmental discipline and the conduct and general behavior of volunteer personnel.

Directs and supervises departmental in-service training activities

Provides general administrative support:

Proofreads the Operations section of the District web site and recommends corrections.

Provides administrative and project support to General Manager and/or staff; including the preparation of agreements, request for purchase orders, contracts, and other documentation.

Assists General Manager in providing suggestions policy changes in order to streamline department operations.

Answer inquiries involving department procedures, activities, and functions.

Generate original, clear, and concise department business correspondence, forms, and notices, which may require posting and/or publication.

Edits and proofreads department memos, reports, agendas, policies, and Board related correspondence.

Perform copying, faxing, filing, and other administrative tasks.

Maintain department files and records in accordance with approved records retention schedules.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

5%

Performs all related duties as assigned by General Manager and/or Board of Directors.

Meet with elected or appointed officials, other Fire officials, community and business representatives and the public on all aspects of the Departments' activities, as directed by Fire Chief and/or General Manager.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Departments in a variety of local, county, state and other meetings.

SELECTION GUIDELINES

The San Miguel Community Services District Personnel Policy on recruitment will be followed. This may include: a formal application, review of education and experience, appropriate testing and interviews, oral interview, background check, physical agility, drug screening, final selection and pre-employment medical examination.

NOTE:

Appointees will be subject to completion of a 9-month probationary period.

The example of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee that is subject to change by the employer as the needs of the employer and requirements of the job change.

RESOLUTION NO. 2019-20

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING AN
EMPLOYMENT AGREEMENT FOR INTERIM GENERAL MANAGER/FIRE CHIEF
ROBERT ROBERSON AND AUTHORIZING THE BOARD PRESIDENT TO
EXECUTE AND ENTER INTO THE AGREEMENT ON BEHALF OF THE DISTRICT
AND APPROVE A FY2018-19 BUDGET ADJUSTMENT**

WHEREAS, San Miguel Community Services District (“District”) executed an employment agreement to hire Robert Roberson as the Interim General Manager on June 10, 2017 (“Interim General Manager Agreement”); and

WHEREAS, District executed First Amendment to the Interim General Manager Agreement on February 22, 2018; and

WHEREAS, District executed an employment agreement to hire Robert Roberson as Fire Chief on September 25, 2015, for a term of three (3) years (“Fire Chief Agreement”);

WHEREAS, the Interim General Manager Agreement and Fire Chief Agreement details the terms and conditions of his employment as Interim General Manager; and

WHEREAS, District Board of Directors wishes to appoint Robert Roberson as Interim General Manager/Fire Chief and enter into a new Agreement (“Agreement”); and

WHEREAS, the Board of Directors seeks to approve the Agreement.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution approving the Employment Agreement for Interim General Manager/Fire Chief Robert Roberson and the San Miguel Community Services District, attached hereto as Exhibit A and authorizing the Board President to execute and enter into the agreement on behalf of the district and approve a FY2018-19 Budget Adjustment.

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 2nd day of May, 2019.

John Green, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel

EXHIBIT A

(see attached General Manager Job Description approved by Resolution 2017-58)

EXHIBIT B

(see attached Fire Chief Job Description)